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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

MEMORANDUM

CSC No. 96-14

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Date: November 19, 1996

To: Department Heads
Personnel Officers
Employee Organizations

From: Albert C. Walker
Executive Officer

Subject: **Civil Service Commission Meeting Schedule for Calendar Year 1997**

At its meeting of November 18, 1996, the Civil Service Commission adopted a meeting schedule for Calendar Year 1997. The Commission's purpose in adopting an official projected meeting schedule is to facilitate planning and scheduling for those parties and agencies having business before the Civil Service Commission. A copy of that schedule is printed on the reverse side of this memorandum.

If there are any questions concerning the meeting schedule, please call me at 554-4747.

CIVIL SERVICE COMMISSION

Albert C Walker

ALBERT C. WALKER
Executive Officer

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Civil Service Commission Meeting Schedule
Calendar Year 1997

Date	Time	Location
January 6	2:00 p.m.	Room 428, Veterans Building
January 20	Canceled due to Martin Luther King Jr. Day Holiday	
February 3	2:00 p.m.	Room 428, Veterans Building
February 17	Canceled due to Presidents' Day Holiday	
March 3	2:00 p.m.	Room 428, Veterans Building
March 17	2:00 p.m.	Room 428, Veterans Building
April 7	2:00 p.m.	Room 428, Veterans Building
April 21	2:00 p.m.	Room 428, Veterans Building
May 5	2:00 p.m.	Room 428, Veterans Building
May 19	2:00 p.m.	Room 428, Veterans Building
June 2	2:00 p.m.	Room 428, Veterans Building
June 16	2:00 p.m.	Room 428, Veterans Building
July 7	2:00 p.m.	Room 428, Veterans Building
July 21	2:00 p.m.	Room 428, Veterans Building
August 4	2:00 p.m.	Room 428, Veterans Building
August 18	2:00 p.m.	Room 428, Veterans Building
September 1	Canceled due to the Labor Day Holiday	
September 15	2:00 p.m.	Room 428, Veterans Building
October 6	2:00 p.m.	Room 428, Veterans Building
October 20	2:00 p.m.	Room 428, Veterans Building
November 3	2:00 p.m.	Room 428, Veterans Building
November 17	2:00 p.m.	Room 428, Veterans Building
December 1	2:00 p.m.	Room 428, Veterans Building
December 15	Canceled due to the various Winter holidays	

Issued 11/19/96

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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Date: November 19, 1996

To: Civil Service Commission Staff
Department of Human Resources Staff
Decentralized Personnel Units Staff

From: Albert C. Walker
Executive Officer

Subject: **Schedule and Deadlines for Preparation of the Civil Service Commission Agenda - Calendar Year 1997**

The schedule and deadlines for preparation of the Civil Service Commission agenda and submission of written reports to the Civil Service Commission for Commission meetings in Calendar Year 1997 are as follows:

CSC Meeting	Commission Reports Due	Notification Sent	Agenda Prepared	Agenda Mailed	Files Assembled	Delivery to Commissioners
1/6/97	12/26/96 11a.m.	12/26/96 3p.m.	12/27/96	12/31/96	1/2/97	1/2/97
1/20/97	Canceled due to Martin Luther King Jr. Day Holiday					
2/03/97	01/23/97 11a.m.	01/23/97 3p.m.	1/24/97	1/28/97	1/29/97	1/30/97
2/17/97	Canceled due to President's Day Holiday					
3/3/97	02/20/97 11a.m.	02/20/97 3p.m.	2/21/97	2/25/97	2/26/97	2/27/97
3/17/97	03/06/97 11a.m.	03/06/97 3p.m.	3/7/97	3/11/97	3/12/97	3/13/97
4/7/97	03/27/97 11a.m.	03/27/97 3p.m.	3/28/97	4/1/97	4/2/97	4/3/97
4/21/97	04/10/97 11a.m.	04/10/97 3p.m.	4/11/97	4/15/97	4/16/97	4/17/97
5/5/97	04/24/97 11a.m.	04/24/97 3p.m.	4/25/97	4/29/97	4/30/97	5/1/97
5/19/97	05/08/97 11a.m.	05/08/97 3p.m.	5/9/97	5/13/97	5/14/97	5/15/97
6/2/97	05/22/97 11a.m.	05/22/97 3p.m.	5/23/97	5/27/97	5/28/97	5/29/97
6/16/97	06/05/97 11a.m.	06/05/97 3p.m.	6/6/97	6/10/97	6/11/97	6/12/97
7/7/97	06/26/97 11a.m.	06/26/97 3p.m.	6/27/97	7/1/97	7/2/97	7/3/97
7/21/97	07/10/97 11a.m.	07/10/97 3p.m.	7/11/97	7/15/97	7/16/97	7/17/97
8/4/97	07/24/97 11a.m.	07/24/97 3p.m.	7/25/97	7/29/97	7/30/97	7/31/97
8/18/97	08/07/97 11a.m.	08/07/97 3p.m.	8/8/97	8/12/97	8/13/97	814/97
9/1/97	Canceled due to Labor Day Holiday					
9/15/97	09/04/97 11a.m.	09/04/97 3p.m.	9/5/97	9/9/97	9/10/97	9/11/97
10/6/97	09/25/97 11a.m.	09/25/97 3p.m.	9/26/97	9/30/97	10/1/97	10/2/97
10/20/97	10/09/97 11a.m.	10/09/97 3p.m.	10/10/97	10/14/97	10/15/97	10/16/97
11/3/97	10/23/97 11a.m.	10/23/97 3p.m.	10/24/97	10/28/97	10/29/97	10/30/97
11/17/97	11/06/97 11a.m.	11/06/97 3p.m.	11/7/97	11/10/97	11/12/97	11/13/97
12/1/97	11/20/97 11a.m.	11/20/97 3p.m.	11/21/97	11/25/97	11/25/97	11/26/97
12/15/97	Canceled due to various Winter Holidays					

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ALBERT C. WALKER
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
January 6, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. REGULAR AGENDA

3:00 p.m.

8. EMPLOYEE SEPARATIONS AGENDA
9. COMMISSIONERS' NEW BUSINESS
10. HUMAN RESOURCES DIRECTOR'S REPORT
11. EXECUTIVE OFFICER'S REPORT
12. REQUESTS TO SPEAK
13. ADJOURNMENT

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CITY AND COUNTY OF SAN FRANCISCO CIVIL SERVICE COMMISSION

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Room 304, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission Office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2" X 11" paper, three-hole punched on left margin and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing prior to the meeting. Before acting, the Executive Officer may refer certain requests to another city official for recommendation. Telephone requests must be confirmed in writing. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and Procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by that requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

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For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

F. Policy on tape recording of Commission Meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

G. Requests to speak before the Civil Service Commission

Persons requesting to address the Commission on matters not on the agenda but within the jurisdiction of the Commission may complete a "REQUEST TO ADDRESS THE COMMISSION" form and submit it to the Commission Executive Officer before the meeting. Requests may be submitted by telephone by calling the Commission office before 12 Noon on the meeting day. Requests will be numbered in the order of receipt. This number will determine the order that speakers will be heard; *OR* a person may also appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission without completing a Request form. These speakers will be heard following the speakers with a Request form. In either case, speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker is three (3) minutes. Total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center Area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission Office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

January 6, 1997

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Regular Meeting of December 2, 1996

(4) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Executive Session, January 6, 1997

C. Other announcements

(5) RATIFICATION AGENDA (Items 5A through 5B)

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5A) Review of requests for approval of proposed personal services contracts. (File No. 0511-96-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-96/97	Parking & Traffic Commission	$510,000	Will install high speed cameras at two intersections, collect and process film, send citations and monthly reports.	Regular	10/30/97

December 2, 1996: Postpone to the meeting of January 6, 1997 due to a 2 to 1 vote.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(5B) Review of requests for approval of proposed personal services contracts. (File No. 0545-96-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2095-96/97	Police Commission	$110,000	Provide area youths with services which divert them from the use of drugs and involvement in delinquent behavior.	Continuing	12/31/97
4099-96/97	Airports Commission	$95,000	Provide expert advice in selecting contracts to audit, provide peer review of audit work, or perform audit work as-needed in the specialized field of construction contract auditing.	Regular	12/31/97
4100-96/97	Fire Department	$128,000	Medical fitness evaluations for uniformed officers and firefighters.	Regular	06/30/98
4101-96/97	Human Resources	$212,500	Provide access to and use of a propriety workers' compensation claim file management system with check writing capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Regular	06/30/97
4102-96/97	Human Rights Commission	$75,000	Will conduct a statistical disparity study to analyze the public contracting process to ascertain whether or not discrimination occurs and to make a recommendation to the Human Rights Commission.	Regular	03/15/97
4103-96/97	Convention Facilities Management	$7,000,000	Provide construction and management services during design and construction of future Moscone Center Expansion Phase 3.	Regular	08/01/01

File No. 0545-96-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4104-96/97	Police Commission	$100,000	Provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/97
4105-96/97	Police Commission	$95,930	Two domestic violence advocates will respond with two police inspectors from the domestic violence unit to the scene of repeat domestic violence incidents.	Regular	05/31/97
4106-96/97	Port	$360,000	Investigation of former underground storage tank (UST) sites, including drilling and lab analysis; as-needed soil and groundwater characterization; human-health and environmental risk assessment.	Regular	02/28/99
4107-96/97	Port	$140,000	Provide marine engineering services for the design of a sixty (60) berth fishing marina at Hyde Street Harbor.	Regular	12/01/97
4108-96/97	Public Health	$675,000	Provide highly specialized uncompensated care recovery program, enhancing Medi-Cal and other 3rd party payor revenues.	Regular	12/31/00
4109-96/97	Public Health	$200,000	Provide storage and retrieval services for approximately 25,000 linear feet of medical records to the City and County of San Francisco and its departments, divisions, and agencies in order to guarantee compliance pertaining to medical records.	Regular	12/31/97
4110-96/97	Public Health	$100,000	Provide specialized legal services pertaining to health issues; primarily in the areas of hospital licensure and certification, medical manage care, Medi-Cal Medicare regulations and reimbursement, hospital by-laws, and medical staff by-laws.	Regular	06/30/98
4111-96/97	Public Transportation	$150,000	Will purchase and install Machine Maintenance II (MMII) touch screen hardware and software system including hardware, software, site licensing, document scanning and conversion user training, and the first year of annual software maintenance support.	Regular	07/01/97
4112-96/97	Public Transportation	$600,000	Prepare and completely paint Municipal Railway diesel and trolley coaches.	Regular	03/31/00

File No. 0545-96-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4113-96/97	Public Utilities Commission	$650,000	Will select and certify a backflow prevention device for use at fire scenes via the implementation of the AWSS backflow prevention device selection program.	Regular	12/31/00
4114-96/97	Public Utilities Commission	$28,000	Consulting services, will assist the City Attorney, Hetch Hetchy Water and Power, and the San Francisco Water Department on matters related to water supply impacts on fisheries.	Regular	12/31/97
4115-96/97	Public Utilities Commission	$3,200,000	Provide a broad range of specialized engineering services as may be required for the implementation and completion of Public Utilities Commission approved projects.	Regular	12/31/99
4116-96/97	Public Works	$1,200,000	Provide as-needed geotechnical engineering services including investigations and report for new and existing building/bridge foundations and recommendations for designing retaining wall systems, embankments and improved ground.	Regular	03/31/00
4117-96/97	Public Works	$3,750,000	Provide resident engineers, field engineers, inspectors, special inspectors, specialty engineers, office engineers, scheduling engineers, and construction management support for various types of engineering work on an as-needed basis.	Regular	06/30/99
4118-96/97	Public Works	$80,000	Will analyzre wastewater, sludge, solid waste, ground water and soil samples for toxic elements, organics, pesticides, other priority pollutants and hazardous materials as required by State and Federal regulatory agencies.	Regular	03/31/99
4119-96/97	Retirement System	$787,000	Will direct the investment of an allocated portion of the large cap equity assets determined by the Retirement System's investment portfolio.	Regular	06/30/97
001C-94/95	Public Health	Increase Amount $1,600,000 New Amount $4,074,617	To continue the model Tuberculosis Prevention and Control Center in the S.F. Bay Area, Northern Calif., and the Western U.S.	Continuing	01/31/98

File No. 0545-96-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
002C-94/95	Public Health	Increase Amount $30,000 New Amount $150,000	Operation of a Community Support Center for pregnant and postpartum African-Ameriocan women and their infants in the Bayview Hunter's Point District.	Continuing	06/30/99
052R-94/95	Airpoirts Commission	Increase Amount $5,656,000 New Amount $7,656,000	Provide construction management services for the Aiport's Master Plan Utility Relocation Projects.	Regular	12/31/00
254-92/93	Public Works	Increase Amount $200,000 New Amount $600,000	Provide professional architectual services on an as-needed basis to augment City Staff's work during peaks in demand due to vacations, absences or when staff are working on other projects.	Regular	12/29/98
256-92/93	Public Works	Increase Amount $800,000 New Amount $1,200,000	Provide professional architectual services on an as-needed basis to augment City Staff's work during peaks in demand due to vacations, absences or when staff are working on other projects.	Regular	12/29/98
259-92/93	Public Works	Increase amount $200,000 New Amount $600,000	Provide professional architectual services on an as-needed basis to augment City Staff's work during peaks in demand due to vacations, absences or when staff are working on other projects.	Regular	12/29/98
641-91/92	Airports Commission	Increase Amount $100,000 New Amount $943,500	Will prepare a Traffic and Earnings report in connection with the sale of bonds for the Master Program, and provide other interim feasibility consultant services.	Regular	06/30/97

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA (Items 6A through 6E)

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6A) Proposed amendment to Civil Service Commission Rule 14 - Appointments, Article VI - Appointment by Transfer, Section 14.35 - Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment, by deleting the compensation restriction to allow a maximum increase of five per cent (5%). (File No. 0516-96-5)

December 2, 1996:	Post. Circulate for meet and confer.
Recommendation:	Adopt.

(6B) Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity, to extend coverage under this Rule to employees exempt from civil service. (File No. 0546-96-5)

Recommendation:	Post for adoption at the Civil Service Commission meeting of February 3, 1997.

(6C) Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (File No. 0285-96-4)

July 15, 1996:	Postponed to the meeting of August 19, 1996 at the request of the appellants.
August 19, 1996:	Postpone to the meeting of November 4, 1996 at the request of the appellants' representative.
November 4, 1996:	Postpone to the meeting of November 18, 1996 at the request of the appellants' representative.
November 18, 1996:	Postpone to the meeting of January 6, 1997 at the request of the Human Resources Director.
Recommendation:	Postpone to the meeting of February 3, 1997 at the request of the Human Resources Director.

(6D) Draft Guidelines for Use of Hearing Officers in Civil Service Commission Proceedings. (File No. 0513-96-1)

December 2, 1996: Postpone to the meeting of January 6, 1997; circulate draft guidelines for comment.

Recommendation: Adopt.

(6E) Determination of future employability: provisional termination of Valerie Johnson, Custodian (Class 2708), Public Transportation Department. (File No. 0524-96-7)

Recommendation: Postpone to the meeting of February 3, 1997 at the request of the Public Transportation Department.

(7) REGULAR AGENDA (Items 7A through 7C)

(7A) Appeal by Richard Mellot of the Department of Human Resources' approval of one temporary position in Class 1372 Special Assistant XIII to function as the Director of Education and Public Programs at the Asian Art Museum. (File No. 0161-96-2)

November 18, 1996: Postpone to the meeting of January 6, 1997 at the request of Local 790.

Recommendation: Deny the appeal of Richard Mellot. Sustain the decision of the Human Resources Director.

(7B) Appeal of background rejection for Deputy Sheriff I (Class 8302) by Roderick Skinner. (File No. 0445-96-4)

Recommendation: Deny the appeal of Roderick Skinner. Sustain the decision of the Sheriff.

(7C) Appeal of background rejection for Deputy Sheriff I (Class 8302) by Scott Fong. (File No. 0446-96-4)

Recommendation: Deny the appeal of Scott Fong. Sustain the decision of the Sheriff.

(8) EMPLOYEE SEPARATIONS (Items 8A through 8D)

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE
(Future Employability Only)

(8A) Determination of future employability: entrance probationary termination of Rosa Maria Mariscal, Junior Clerk (Class 1402), Purchasing Department. (File No. 0502-96-7)

December 2, 1996: Postpone to the meeting of January 6, 1997 at the request of Local 790.

Recommendation of the Purchasing Department:

Return name to the eligible list from which appointed. No future employment with the Purchasing Department.

TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE
(Future Employability Only)

(8B) Determination of future employability: entrance probationary termination of Lloyd Kraal, Carpenter (Class 7344), San Francisco Unified School District. (File No. 0464-96-7)

Recommendation of the San Francisco Unified School District:

Dismiss from City and County service. No future employment with the San Francisco Unified School District.

TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE
(Future Employability Only)

(8C) Determination of future employability: entrance probationary termination of Carlos Costa, Library Technical Assistant I (Class 3616), San Francisco City College District. (File No. 0517-96-7)

Recommendation of the San Francisco City College District:

Dismiss from City and County service. No future employment with the San Francisco City College District.

RESIGNATION OF PERMANENT EMPLOYEE
(Future Employability Only)

(8D) Determination of future employability: resignation of Carolyn Jeffery, Account Clerk (Class 1630), Department of Public Health. (File No. 0562-94-7)

Recommendation of the Department of Public Health:

No future employment with the City and County of San Francisco.

(9) COMMISSIONERS' NEW BUSINESS

(10) HUMAN RESOURCES DIRECTOR'S REPORT

(10A) Quarterly monitoring report on expanded certifications for the period September 14, 1996 through December 13, 1996.

(10B) Progress report on class consolidation project.

(11) EXECUTIVE OFFICER'S REPORT

Preliminary Civil Service Commission Budget Request, Fiscal Year 1997-98.

(12) REQUESTS TO SPEAK

(13) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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MINUTES

Regular Meeting
January 6, 1997

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

CALL TO ORDER

2:25 p.m.

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

COMMISSION ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Present

Commissioner Clopton presided except for Items 9, 10, 11, 12, and 13.
Commissioner Pon presided during Items 9, 10, 11, 12, and 13.

MINUTES

Regular Meeting of December 2, 1996

Action: Approve.

ANNOUNCEMENTS

Due to the legal holidays occurring on Monday, January 20, 1997 (Martin Luther King, Jr. Birthday Holiday) and Monday, February 17, 1997 (Presidents' Day Holiday), the regular Civil Service Commission meetings on these dates are canceled. The Commission will hold Special Meetings in January and February, if necessary, to address any emergency matters.

0562-94-7 **Determination of future employability: resignation of Carolyn Jeffery, Account Clerk (Class 1630), Department of Public Health. (Item No. 8D)**

Speakers: None.

Action: No future employment with the City and County of San Francisco. (Consent Agenda item).

161-96-2 **Appeal by Richard Mellott of the Department of Human Resources' approval of one temporary position in Class 1372 Special Assistant XIII to function as the Director of Education and Public Programs at the Asian Art Museum. (Item No. 7A)**

November 18, 1996: Postpone to the meeting of January 6, 1997 at the request of Local 790.

Speakers:
Pro: Joan McAllister, Department of Human Resources
Dr. Emily Sano, Asian Art Museum
Con: Tod Cochran, Attorney
Richard Mellott

Action: Deny the appeal of Richard Mellott. Sustain the decision of the Human Resources Director.

0285-96-4 **Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (Item No. 6C)**

July 15, 1996: Postponed to the meeting of August 19, 1996 at the request of the appellants.

August 19, 1996: Postpone to the meeting of November 4, 1996 at the request of the appellants' representative.

November 4, 1996: Postpone to the meeting of November 18, 1996 at the request of the appellants' representative.

November 18, 1996: Postpone to the meeting of January 6, 1997 at the request of the Human Resources Director.

Speakers: None.

Action: Postpone to the meeting of February 3, 1997 at the request of the Human Resources Director.

0445-96-4 **Appeal of background rejection for Deputy Sheriff I (Class 8302) by Roderick Skinner. (Item No. 7B)**

Speakers: None.

Action: Postpone to the meeting of February 3, 1997 at the request of Mr. Skinner.

0446-96-4 **Appeal of background rejection for Deputy Sheriff I (Class 8302) by Scott Fong. (Item No. 7C)**

Speakers: None.

Action: Deny the appeal of Scott Fong. Sustain the decision of the Sheriff. (Mr. Fong failed to appear).

0464-96-7 **Determination of future employability: entrance probationary termination of Lloyd Kraal, Carpenter (Class 7344), San Francisco Unified School District. (Item No. 8B)**

Speakers: Lloyd Kraal

Action: Return name to list. No future employment with the San Francisco Unified School District. (The San Francisco Unified School District failed to appear).

0502-96-7 **Determination of future employability: entrance probationary termination of Rosa Maria Mariscal, Junior Clerk (Class 1402), Purchasing Department. (Item No. 8A)**

December 2, 1996: Postpone to the meeting of January 6, 1997 at the request of Local 790.

Speakers:
Pro: Ara Minasian, Department of Administrative Services
Con: Tod Cochran, Attorney
Rosa Maria Mariscal

Action: Return name to list. No future employment with the Purchasing Department. (As recommended by the Department of Administrative Services).

0511-96-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5A)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-96/97	Parking & Traffic Commission	$510,000	Will install high speed cameras at two intersections, collect and process film, send citations and monthly reports.	Regular	10/30/97

December 2, 1996: Postpone to the meeting of January 6, 1997 due to a 2 to 1 vote.

Speakers: Pro: Jack Fleck, Department of Parking and Traffic

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 2: Commissioners Kosturos and Munson dissent)

0513-96-1 **Draft Guidelines for Use of Hearing Officers in Civil Service Commission Proceedings. (Item No. 6D)**

December 2, 1996: Postpone to the meeting of January 6, 1997; circulate draft guidelines for comment.

Speakers: Tod Cochran, Attorney.

Action: Adopt.

0516-96-5 **Proposed amendment to Civil Service Commission Rule 14 - Appointments, Article VI - Appointment by Transfer, Section 14.35 - Transfers Occasioned by Reduction of Force Due to Technological Advances, Automation, or the Installation of New Equipment, by deleting the compensation restriction to allow a maximum increase of five per cent (5%). (Item No. 6A)**

December 2, 1996: Post. Circulate for meet and confer.

Speakers: None.

Action: Adopt.

0517-96-7 **Determination of future employability: entrance probationary termination of Carlos Costa, Library Technical Assistant I (Class 3616), San Francisco City College District. (Item No. 8C)**

Speakers: Pro: Clara Starr, San Francisco Community College District
Con: Boone Calloway, Attorney

Action: Return name to list. No future employment with the San Francisco Community College District. (Action taken with the concurrence of the San Francisco Community College District).

0524-96-7 **Determination of future employability: provisional termination of Valerie Johnson, Custodian (Class 2708), Public Transportation Department. (Item No. 6E)**

Speakers: None.

Action: Postpone to the meeting of February 3, 1997 at the request of the Public Transportation Department.

0545-96-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5B)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2095-96/97	Police Commission	$110,000	Provide area youths with services which divert them from the use of drugs and involvement in delinquent behavior.	Continuing	12/31/97
4099-96/97	Airports Commission	$95,000	Provide expert advice in selecting contracts to audit, provide peer review of audit work, or perform audit work as-needed in the specialized field of construction contract auditing.	Regular	12/31/97
4100-96/97	Fire Department	$128,000	Medical fitness evaluations for uniformed officers and firefighters.	Regular	06/30/98
4101-96/97	Human Resources	$212,500	Provide access to and use of a propriety workers' compensation claim file management system with check writing capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Regular	06/30/97

Item No. 0545-96-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4102-96/97	Human Rights Commission	$75,000	Will conduct a statistical disparity study to analyze the public contracting process to ascertain whether or not discrimination occurs and to make a recommendation to the Human Rights Commission.	Regular	03/15/97
4103-96/97	Convention Facilities Management	$7,000,000	Provide construction and management services during design and construction of future Moscone Center Expansion Phase 3.	Regular	08/01/01
4104-96/97	Police Commission	$100,000	Provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	Regular	06/30/97
4105-96/97	Police Commission	$95,930	Two domestic violence advocates will respond with two police inspectors from the domestic violence unit to the scene of repeat domestic violence incidents.	Regular	05/31/97
4106-96/97	Port	$360,000	Investigation of former underground storage tank (UST) sites, including drilling and lab analysis; as-needed soil and groundwater characterization; human-health and environmental risk assessment.	Regular	02/28/99
4107-96/97	Port	$140,000	Provide marine engineering services for the design of a sixty (60) berth fishing marina at Hyde Street Harbor.	Regular	12/01/97
4108-96/97	Public Health	$675,000	Provide highly specialized uncompensated care recovery program, enhancing Medi-Cal and other 3rd party payor revenues.	Regular	12/31/00
4109-96/97	Public Health	$200,000	Provide storage and retrieval services for approximately 25,000 linear feet of medical records to the City and County of San Francisco and its departments, divisions, and agencies in order to guarantee compliance pertaining to medical records.	Regular	12/31/97
4110-96/97	Public Health	$100,000	Provide specialized legal services pertaining to health issues; primarily in the areas of hospital licensure and certification, medical manage care, Medi-Cal Medicare regulations and reimbursement, hospital by-laws, and medical staff by-laws.	Regular	06/30/98
4111-96/97	Public Transportation	$150,000	Will purchase and install Machine Maintenance II (MMII) touch screen hardware and software system including hardware, software, site licensing, document scanning and conversion user training, and the first year of annual software maintenance support.	Regular	07/01/97

Item No. 0545-96-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4112-96/97	Public Transportation	$600,000	Prepare and completely paint Municipal Railway diesel and trolley coaches.	Regular	03/31/00
4113-96/97	Public Utilities Commission	$650,000	Will select and certify a backflow prevention device for use at fire scenes via the implementation of the AWSS backflow prevention device selection program.	Regular	12/31/00
4114-96/97	Public Utilities Commission	$28,000	Consulting services, will assist the City Attorney, Hetch Hetchy Water and Power, and the San Francisco Water Department on matters related to water supply impacts on fisheries.	Regular	12/31/97
4115-96/97	Public Utilities Commission	$3,200,000	Provide a broad range of specialized engineering services as may be required for the implementation and completion of Public Utilities Commission approved projects.	Regular	12/31/99
4116-96/97	Public Works	$1,200,000	Provide as-needed geotechnical engineering services including investigations and report for new and existing building/bridge foundations and recommendations for designing retaining wall systems, embankments and improved ground.	Regular	03/31/00
4117-96/97	Public Works	$3,750,000	Provide resident engineers, field engineers, inspectors, special inspectors, specialty engineers, office engineers, scheduling engineers, and construction management support for various types of engineering work on an as-needed basis.	Regular	06/30/99
4118-96/97	Public Works	$80,000	Will analyze wastewater, sludge, solid waste, ground water and soil samples for toxic elements, organics, pesticides, other priority pollutants and hazardous materials as required by State and Federal regulatory agencies.	Regular	03/31/99
4119-96/97	Retirement System	$787,000	Will direct the investment of an allocated portion of the large cap equity assets determined by the Retirement System's investment portfolio.	Regular	06/30/97
001C-94/95	Public Health	Increase Amount $1,600,000 New Amount $4,074,617	To continue the model Tuberculosis Prevention and Control Center in the S.F. Bay Area, Northern Calif., and the Western U.S.	Continuing	01/31/98

Item No. 0545-96-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
002C-94/95	Public Health	Increase Amount $30,000 New Amount $150,000	Operation of a Community Support Center for pregnant and postpartum African-Ameriocan women and their infants in the Bayview Hunter's Point District.	Continuing	06/30/99
052R-94/95	Airports Commission	Increase Amount $5,656,000 New Amount $7,656,000	Provide construction management services for the Airport's Master Plan Utility Relocation Projects.	Regular	12/31/00
254-92/93	Public Works	Increase Amount $200,000 New Amount $600,000	Provide professional architectual services on an as-needed basis to augment City Staff's work during peaks in demand due to vacations, absences or when staff are working on other projects.	Regular	12/29/98
256-92/93	Public Works	Increase Amount $800,000 New Amount $1,200,000	Provide professional architectual services on an as-needed basis to augment City Staff's work during peaks in demand due to vacations, absences or when staff are working on other projects.	Regular	12/29/98
259-92/93	Public Works	Increase amount $200,000 New Amount $600,000	Provide professional architectual services on an as-needed basis to augment City Staff's work during peaks in demand due to vacations, absences or when staff are working on other projects.	Regular	12/29/98
641-91/92	Airports Commission	Increase Amount $100,000 New Amount $943,500	Will prepare a Traffic and Earnings report in connection with the sale of bonds for the Master Program, and provide other interim feasibility consultant services.	Regular	06/30/97

Speakers: Pro:

Contract	Speaker
Contract No. 4102-96/97:	Gail Roberts, Human Rights Commission
Contract No. 4106-96/97:	Kathy Mallegni, Port
Contract No. 4113-96/97:	Leslie Lundgren, Public Utilities Commission
Contract No. 4115-96/97:	Don Chan, Public Utilities Commission
Contract No. 4116-96/97:	Daniel Hom, Department of Public Works
Contract No. 4117-96/97:	Bill Webb, Department of Public Works
Contract No. 4118-96/97:	Steve Medbery, Department of Public Works
Contract No. 052R-94/95:	Gabe Karol, Airports Commission
Contract No. 254-92/93:	Gary Hoy, Department of Public Works
Contract No. 256-92/93:	Gary Hoy, Department of Public Works
Contract No. 259-92/93:	Gary Hoy, Department of Public Works

Comment only on all above Contracts: Linda Jofuku, Local 21:

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Contract No. 052R-94/95 approved by vote of 3 to 2: Commissioners Pon and Rios dissent).

0546-96-5 Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity, to extend coverage under this Rule to employees exempt from civil service. (Item No. 6B)

Speakers: None.

Action: Post for adoption at the Civil Service Commission meeting of February 3, 1997.

COMMISSIONERS' NEW BUSINESS (Item No. 9)

None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 10)

(10A) Quarterly monitoring report on expanded certifications for the period September 14, 1996 through December 13, 1996.

(10B) Progress report on class consolidation project.

Action: Reports received; file.

EXECUTIVE OFFICER'S REPORT (Item No. 11)

Preliminary Civil Service Commission Budget Request, Fiscal Year 1997-98.

Preliminary Budget Request recommendation reviewed; Fiscal Year 1997-98 Budget Request over to the meeting of February 3, 1997.

REQUESTS TO SPEAK (Item No. 12)

The following current and former employees of the Department of Parking and Traffic addressed the Commission on a variety of management and personnel concerns at the Department of Parking and Traffic:

Nancy Amaya
Vernon Duncan
Robin Embry
Kathleen Gianassi
Bill Kelly
Robin O'Neal
Debra Sheppard
Denise Thompson
Ana Zambrana

The Commission requested that the Human Resources Director investigate those matters in the jurisdiction of the Civil Service Commission and to report back to the Commission.

ADJOURNMENT (Item No. 13)

5:05 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5)

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2/3/97

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Box 41 (Cal)

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

AGENDA

Regular Meeting
of
February 3, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. REGULAR AGENDA

DOCUMENTS DEPT.

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3:00 p.m.

8. EMPLOYEE SEPARATIONS AGENDA
9. HUMAN RESOURCES DIRECTOR'S REPORT
10. REQUESTS TO SPEAK
11. ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Room 304 Veterans Building, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held n this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sing language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshi Ordinance Task Force, 401 Van Ness Avenue, Room)2, telephone (415) 554-4851.

5)

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

February 3, 1997

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Special Meeting of January 6, 1997

Regular Meeting of January 6, 1997

(4) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Other announcements

(5) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0005-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2096-96/97	Commission on Aging	$280,000	Provide self help for the elderly, a one-stop neighborhood access to an expanded range of information and services.	Continuing	06/30/97
2097-96/97	Human Services	$2,871,750	Will issue Food Stamps coupons to approximately 30,000 eligible clients a month, and distribute General Assistance warrants to approximately 2,500 clients a month.	Continuing	12/31/01
2098-96/97	Human Services	$30,000	Will coordinate a mentorship/training program where experienced foster parents mentor trainees or other foster parents and support groups.	Continuing	12/31/97
2099-96/97	Human Services	$7,000,000	Provide outreach, counseling, employment assessment services, vocational training, referral and placement services, job retention support, and follow-up to homeless and very low-income individuals.	Continuing	12/31/00
2100-96/97	Human Services	$3,000,000	Will develop and expand the supply of supported housing units in order to provide safe and secure housing to formerly homeless individuals and families as they gain greater stability and self-sufficiency.	Continuing	12/31/00
2101-96/97	Human Services	$2,000,000	Provide case management support services to homeless individuals and families living in shelters, hotels, or transitional housing.	Continuing	12/31/00
2102-96/97	Human Services	$4,000,000	Provide case management and support services to homeless and low-income individuals and families.	Continuing	12/31/00
2103-96/97	Human Services	$2,000,000	Provide homeless individuals and families with emergency shelter and light meals.	Continuing	12/31/00
4120-96/97	Airports Commission	$30,000	Perform legislative advocacy, analyze issues and lobby California State Legislature on matters that will affect San Francisco International Airport.	Regular	06/30/97
4121-96/97	City Administrator's Office	$1,290,000	Will design and implement public information campaigns to increase the participation in San Francisco's curbside and apartment recycling programs.	Regular	06/30/99

File No. 0005-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4122-96/97	Police Commission	$75,000	Will transport prisoners throughout the State of California to San Francisco City jail.	Regular	06/30/97
4123-96/97	Port	$265,000	Provide emergency engineering services for damage assessment and repair design for sheds on Pier 48 damaged by fire on November 26, 1996.	Regular	12/31/97
4124-96/97	Public Library	$72,087	Will offer English-speaking adults free basic literacy instructions provided by trained volunteers.	Regular	06/30/97
4125-96/97	Public Utilities Commission	$189,042	Completion of final phase of Comprehensive Watershed Management Policy and Plans.	Continuing	03/31/98
307-94/95	Public Utilities Commission	Increase Amount $237,000 New Amount $587,000	As-needed fisheries consulting services on a task order basis. Needed to assist HHWP, SFWD and SF City Attorney's Office on fishery issues pertaining to Bay-Delta and FERC proceedings.	Regular	03/31/98
850-93/94	Public Health	Increase Amount $1,413,722 New Amount $2,862,007	Provide mental health case management services to DMS "high users." Services include assessment, treatment, pharmaco-therapy, crisis resolution, housing and entitlement advocacy, family counseling, and substance abuse treatment.	Continuing	06/30/97

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6A) Determination of future employability: provisional termination of Valerie Johnson, Custodian (Class 2708), Public Transportation Department. (File No. 0524-96-7)

January 6, 1997: Postpone to the meeting of February 3, 1997 at the request of the Public Transportation Department.

Recommendation: Off calendar; termination withdrawn by the Public Transportation Department.

(6B) Request for Supplemental Appropriation, Fiscal Year 1996-97, Civil Service Commission, for rental of property. (File No. 0008-97-1)

Recommendation: Approve; forward to the Mayor.

(6C) Civil Service Commission Budget Request for Fiscal Year 1996-97. (File No. 0009-97-1)

January 6, 1997: Preliminary Budget Request recommendation reviewed; Fiscal Year 1997-98 Budget Request over to the meeting of February 3, 1997.

Recommendation:

1. Approve Fiscal Year 1997-98 Level 1 Budget Request; forward to the Mayor.
2. Approve Fiscal Year 1997-98 Level 2 Budget Request for three new programs/items; forward to the Mayor.

(6D) Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity, to extend coverage under this Rule to employees exempt from civil service. (File No. 0546-96-5)

January 6, 1997: Post for adoption at the Civil Service Commission meeting of February 3, 1997.

Recommendation: Adopt.

(7) REGULAR AGENDA

(7A) Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (File No. 0285-96-4)

July 15, 1996: Postpone to the meeting of August 19, 1996 at the request of the appellants.

August 19, 1996: Postpone to the meeting of November 4, 1996 at the request of the appellants' representative.

November 4, 1996: Postpone to the meeting of November 18, 1996 at the request of the appellants' representative.

(File No. 0285-96-4- Cont.)

November 18, 1996: Postpone to the meeting of January 6, 1997 at the request of the Human Resources Director.

January 6, 1997: Postpone to the meeting of February 3, 1997 at the request of the Human Resources Director.

Recommendation: Deny the appeals of Joseph Godfrey, Wendy Lok, Celedonia Pacheco, and John Tusch. Sustain the decision of the Human Resources Director.

(7B) Appeal of background rejection for Deputy Sheriff I (Class 8302) by Roderick Skinner. (File No. 0445-96-4)

January 6, 1997: Postpone to the meeting of February 3, 1997 at the request of Mr. Skinner.

Recommendation: Deny the appeal of Roderick Skinner. Sustain the decision of the Sheriff.

(8) EMPLOYEE SEPARATIONS

APPEAL OF PROMOTIVE PROBATIONARY TERMINATION

(For Approval or Disapproval)

(8A) Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (File No. 0537-96-7)

Recommendation of the Public Transportation Department:

Deny appeal. Approve the separation. Reinstate to a position in the class from which appointed.

TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE
(Future Employability Only)

(8B) **Determination of future employability: entrance probationary termination of Donald Smith, Library Technical Assistant I (Class 3616), San Francisco Community College District. (File No. 0529-96-7)**

Recommendation of the San Francisco Community College District:

Dismiss from City and County service. No future employment with the San Francisco Community College District.

(9) HUMAN RESOURCES DIRECTOR'S REPORT

- Analysis of need for Geotechnical Engineer staff for the City.

(10) REQUESTS TO SPEAK

(11) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

5

5

/10/97

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

Minutes of Special Meeting

**Adjourned Meeting of
February 3, 1997**

**Monday, February 10, 1997, 3:00 p.m.
Room 304A Veterans Building
401 Van Ness Avenue, San Francisco**

I. Call to Order and Roll Call.

The Special Meeting was convened at 3:12 p.m.

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Present:	Commissioner Pon Commissioner Kosturos Commissioner Munson Commissioner Rios
Excused:	Commissioner Clopton

Commissioner Pon presided.

II. Public comment on matters appearing or not appearing on the agenda.

None.

III. Discussion and vote pursuant to Sunshine Ordinance Section 67.11(a) as to whether to conduct a closed session.

Action: The Commission voted to conduct a closed session (Vote of 4 to 0).

IV. Closed session held pursuant to California Government Code Section 54957.6: Conference with Labor Negotiators over matters of labor negotiations.

Action: The Civil Service Commission instructed its Labor Negotiators (Vote 4 to 0).

V. Public comment on matters appearing or not appearing on the agenda.

None.

VI. Discussion and vote pursuant to California Government Code Section 54957.1 and Sunshine Ordinance Section 67.15 on whether to disclose action taken or discussions held in closed session.

Action: The Civil Service Commission finds that it is in the best interests of the public not to disclose its closed session deliberations regarding labor negotiation (Vote of 4 to 0).

VII. Adjournment.

The Special Meeting was adjourned at 3:34 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

GEORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
EXECUTIVE OFFICER

MINUTES

Adjourned Meeting of
February 3, 1997

February 10, 1997

3:30 p.m.
Room 304A Veterans Building
401 Van Ness Avenue, San Francisco

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CALL TO ORDER

3:37 p.m.

COMMISSION ROLL CALL

Present:	Commissioner Adrienne Pon Commissioner George Kosturos Commissioner A. Lee Munson Commissioner Juan Rios
Excused:	Commissioner Karen Clopton

Commissioner Pon presided.

MINUTES

Special Meeting of January 6, 1997

Action: Approve.

Regular Meeting of January 6, 1997

Action: Approve.

ANNOUNCEMENTS

Due to a lack of a quorum, the regular and closed session Civil Service Commission meetings of February 3, 1997 were adjourned to February 10, 1997.

The Civil Service Commission held a Special Meeting in Executive Session (closed session) on Monday, February 10, 1997 at 3:00 p.m. in Room 304A Veterans Building, to consult with its Labor Negotiators on matters concerning labor negotiations under the authority of California Government Code 54957.6. Present were Commissioners Pon, Kosturos, Munson, and Rios. Commissioner Pon presided. The Civil Service Commission instructed its Labor Negotiators (vote 4 to 0).

0285-96-4 **Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (Item No. 7A)**

July 15, 1996: Postpone to the meeting of August 19, 1996 at the request of the appellants.

August 19, 1996: Postpone to the meeting of November 4, 1996 at the request of the appellants' representative.

November 4, 1996: Postpone to the meeting of November 18, 1996 at the request of the appellants' representative.

November 18, 1996: Postpone to the meeting of January 6, 1997 at the request of the Human Resources Director.

January 6, 1997: Postpone to the meeting of February 3, 1997 at the request of the Human Resources Director.

Speakers: None.

Action: Postpone to the meeting of March 17, 1997 at the request of the Human Resources Director.

0445-96-4 **Appeal of background rejection for Deputy Sheriff I (Class 8302) by Roderick Skinner. (Item No. 7B)**

January 6, 1997: Postpone to the meeting of February 3, 1997 at the request of Mr. Skinner.

Speakers: None.

Action: Postpone to the meeting of March 3, 1997 due to adjournment of the February 3, 1997 meeting.

0524-96-7 **Determination of future employability: provisional termination of Valerie Johnson, Custodian (Class 2708), Public Transportation Department. (Item No. 6A)**

January 6, 1997: Postpone to the meeting of February 3, 1997 at the request of the Public Transportation Department.

Speakers: None.

Action: Off calendar; termination withdrawn by the Public Transportation Department.

0529-96-7 **Determination of future employability: entrance probationary termination of Donald Smith, Library Technical Assistant I (Class 3616), San Francisco Community College District. (Item No. 8B)**

Speakers: None.

Action: Postpone to the meeting of March 3, 1997 due to adjournment of the February 3, 1997 meeting.

0537-96-7 **Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (Item No. 8A)**

Speakers: None.

Action: Postpone to the meeting of March 3, 1997 at Mr. Brewer's request.

0546-96-5 **Proposed amendment to Civil Service Commission Rule 3 - Equal Employment Opportunity, to extend coverage under this Rule to employees exempt from civil service. (Item No. 6D)**

January 6, 1997: Post for adoption at the Civil Service Commission meeting of February 3, 1997.

Speakers: None.

Action: Adopt.

0005-97-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2096-96/97	Commission on Aging	$280,000	Provide self help for the elderly, a one-stop neighborhood access to an expanded range of information and services.	Continuing	06/30/97
2097-96/97	Human Services	$2,871,750	Will issue Food Stamps coupons to approximately 30,000 eligible clients a month, and distribute General Assistance warrants to approximately 2,500 clients a month.	Continuing	12/31/01
2098-96/97	Human Services	$30,000	Will coordinate a mentorship/training program where experienced foster parents mentor trainees or other foster parents and support groups.	Continuing	12/31/97
2099-96/97	Human Services	$7,000,000	Provide outreach, counseling, employment assessment services, vocational training, referral and placement services, job retention support, and follow-up to homeless and very low-income individuals.	Continuing	12/31/00

Item No. 0005-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2100-96/97	Human Services	$3,000,000	Will develop and expand the supply of supported housing units in order to provide safe and secure housing to formerly homeless individuals and families as they gain greater stability and self-sufficiency.	Continuing	12/31/00
2101-96/97	Human Services	$2,000,000	Provide case management support services to homeless individuals and families living in shelters, hotels, or transitional housing.	Continuing	12/31/00
2102-96/97	Human Services	$4,000,000	Provide case management and support services to homeless and low-income individuals and families.	Continuing	12/31/00
2103-96/97	Human Services	$2,000,000	Provide homeless individuals and families with emergency shelter and light meals.	Continuing	12/31/00
4120-96/97	Airports Commission	$30,000	Perform legislative advocacy, analyze issues and lobby California State Legislature on matters that will affect San Francisco International Airport.	Regular	06/30/97
4121-96/97	City Administrator's Office	$1,290,000	Will design and implement public information campaigns to increase the participation in San Francisco's curbside and apartment recycling programs.	Regular	06/30/99
4122-96/97	Police Commission	$75,000	Will transport prisoners throughout the State of California to San Francisco City jail.	Regular	06/30/97
4123-96/97	Port	$265,000	Provide emergency engineering services for damage assessment and repair design for sheds on Pier 48 damaged by fire on November 26, 1996.	Regular	12/31/97
4124-96/97	Public Library	$72,087	Will offer English-speaking adults free basic literacy instructions provided by trained volunteers.	Regular	06/30/97
4125-96/97	Public Utilities Commission	$189,042	Completion of final phase of Comprehensive Watershed Management Policy and Plans.	Continuing	03/31/98
307-94/95	Public Utilities Commission	Increase Amount $237,000 New Amount $587,000	As-needed fisheries consulting services on a task order basis. Needed to assist HHWP, SFWD and SF City Attorney's Office on fishery issues pertaining to Bay-Delta and FERC proceedings.	Regular	03/31/98

Item No. 0005-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
850-93/94	Public Health	Increase Amount $1,413,722 New Amount $2,862,007	Provide mental health case management services to DMS "high users." Services include assessment, treatment, pharmaco-therapy, crisis resolution, housing and entitlement advocacy, family counseling, and substance abuse treatment.	Continuing	06/30/97

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0008-97-1 Request for Supplemental Appropriation, Fiscal Year 1996-97, Civil Service Commission, for rental of property. (Item No. 6B)

Speakers: None.

Action: Approve; forward to the Mayor.

0009-97-1 Civil Service Commission Budget Request for Fiscal Year 1997-98. (Item No. 6C)

January 6, 1997: Preliminary Budget Request recommendation reviewed; Fiscal Year 1997-98 Budget Request over to the meeting of February 3, 1997.

Speakers: None.

Action:

1. Approve Fiscal Year 1997-98 Level 1 Budget Request; forward to the Mayor.
2. Approve Fiscal Year 1997-98 Level 2 Budget Request for three new programs/items; forward to the Mayor.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 9)

- Analysis of need for Geotechnical Engineer staff for the City

Speakers: None.

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 10)

None.

ADJOURNMENT (Item No. 11)

3:46 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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KAREN CLOPTON
PRESIDENT

ADRIENNE PON
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EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

LBERT C. WALKER
ECUTIVE OFFICER

AGENDA

Regular Meeting
of
March 3, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. COMMENDATION
6. RATIFICATION AGENDA
7. CONSENT AGENDA
8. REGULAR AGENDA

3:00 p.m.

9. EMPLOYEE SEPARATIONS AGENDA
10. HUMAN RESOURCES DIRECTOR'S REPORT
11. REQUESTS TO SPEAK
12. ADJOURNMENT

25 Van Ness Avenue, Suite 720 • San Francisco, CA 94102-6033 • (415) 554-4747

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Room 304 Veterans Building, 401 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda.*
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held n this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sing language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

March 3, 1997

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

Special Meeting of February 3, 1997 adjourned to February 10, 1997

Regular Meeting of February 3, 1997 adjourned to February 10, 1997

(4) ANNOUNCEMENTS

A. Announcement of changes to agenda

B. Other announcements

(5) **Commendation for Michael Casey, Senior Personnel Analyst, Civil Service Commission, upon his transfer to the Controller's office.**

Recommendation: Approve.

(6) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0041-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2104-96/97	Human Services	$50,500	Will develop culturally specific parent education curriculums and conduct classes in the Chinese, Filipino, Laotian, Vietnamese, Samoan and Cambodian Communities.	Continuing	10/31/97
4126-96/97	Airports Commission	$1,000,000	Evaluation of Wastewater Treatment Plant; study and design for industrial wastewater treatment plan to accommodate the increase demand resulting from Master Plan work, and maintaining the Airport's compliance with the Environmental laws.	Regular	04/30/98
4127-96/97	Police Commission	$60,000	Will conduct pre-employment polygraph examinations of police officer applicants and other Department hires.	Regular	06/30/98
4128-96/97	Police Commission	$120,000	Provide the San Francisco Police Department with psychological evaluations of final entry level assessment procedures.	Regular	06/30/98
4129-96/97	Public Health	$1,325,614	Construction management and interior remodeling, as required, to install new CT Scan, Angiography, and Fluoroscopy equipment.	Regular	06/30/98
4130-96/97	Public Utilities Commission	$700,000	Implementation of policies and goals specified in the draft Groundwater Master Plan.	Regular	09/30/98
4131-96/97	Public Utilities Commission	$9,000,000	Will upgrade the flocculation and sedimentation basins to match the design capacity of the Plant; provide alternate methods for recycle, treatment and/or disposal of filter backwash and sludge decant water during periods of elevated raw water turbidity.	Regular	02/28/01
4132-96/97	Public Utilities Commission	$1,800,000	Provide pre-design of treatment, storage and distribution Phase I facilities in Recycled Water Master Plan.	Regular	09/30/98
4133-96/97	Public Works	$150,000	Provide planning, design and construction management services during the development of new water wells in Golden Gate Park (GGP), including reviewing, analyzing and assessing existing hydro geologic information, developing a Water Supply Plan for GGP.	Regular	04/30/99

File No. 0041-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4134-96/97	Public Works	$600,000	Provide Citywide Intern Employment Agency Services to recruit mentors and training and work experience for under-represented inner-City high school students who are interested in career opportunities in architecture, law, sciences or engineering.	Regular	04/17/00
4135-96/97	Public Works	$300,000	Provide construction management and support services for the reconstruction of the SF Zoo's infrastructure, including the water, groundwater, recycled water, sewer/drainage, electrical and natural gas systems.	Regular	11/14/98
018R-94/95	Airports Commission	Increase Amount $160,000 New Amount $315,000	Support projects to promote trip reduction, including SFO telephone hotline to provide Airport passengers and employees with comprehensive ground transportation information on an on-going basis in response to periodic media campaigns.	Regular	03/31/99
243-94/95	Public Health	Increase Amount $822,856 New Amount $2,106,938	Provide monolingual, bilingual and bicultural outpatient mental health services to the Latino population; services include assessment, psychotherapy, mental health promotion, case management and early intervention.	Continuing	06/30/97

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(7) CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(7A) Designation of the Official Bulletin Board for the Civil Service Commission. (File No. 0040-97-1)

Recommendation: Designate the bulletin board in the Lobby of the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, as the Official Bulletin Board for the Civil Service Commission.

(7B) Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (File No. 0537-96-7)

February 3, 1997:	Postpone to the meeting of March 3, 1997 at the request of Mr. Brewer.
Recommendation:	Postpone to the meeting of March 17, 1997 at the request of Mr. Brewer.

(8) REGULAR AGENDA

(8A) Appeal of background rejection for Deputy Sheriff I (Class 8302) by Roderick Skinner. (File No. 0445-96-4)

January 6, 1997:	Postpone to the meeting of February 3, 1997 at the request of Mr. Skinner.
February 3, 1997:	Postpone to the meeting of March 3, 1997 due to the adjournment of the February 3, 1997 meeting.
Recommendation:	Deny the appeal of Roderick Skinner. Sustain the decision of the Sheriff.

(8B) Appeals of the Human Resources Director's decision to cancel the examination for Class 7355 Truck Driver. (File No. 0528-96-4) (File No. 0534-96-5)

Recommendation:	Deny the appeals of Tod Cochran and Charles Scott. Sustain the decision of the Human Resources Director.

(8C) Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Yvette Jordan-Batiste. (File No. 0429-96-4)

Recommendation:	Deny the appeal of Yvette Jordan-Batiste. Sustain the decision of the Human Resources Director.

(8D) Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Martina Scharf Perez. (File No. 0435-96-4)

Recommendation:	Deny the appeal of Martina Scharf Perez. Sustain the decision of the Human Resources Director.

(8E) Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Leanne Chapman. (File No. 0483-96-4)

Recommendation: Deny the appeal of Leanne Chapman. Sustain the decision of the Human Resources Director.

(9) EMPLOYEE SEPARATIONS

TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE
(Future Employability Only)

(9A) Determination of future employability: entrance probationary termination of Donald Smith, Library Technical Assistant I (Class 3616), San Francisco Community College District. (File No. 0529-96-7)

February 3, 1997: Postpone to the meeting of March 3, 1997 due to adjournment of the February 3, 1997 meeting.

Recommendation of the San Francisco Community College District:

Dismiss from the City and County service. No future employment with the San Francisco Community College District.

TERMINATION OF PROVISIONAL EMPLOYEE
(Future Employability Only)

(9B) Determination of future employability: provisional termination of Juan Simmons, Public Service Aide (Class 9916), Department of Public Works. (File No. 0551-96-7)

Recommendation of the Department of Public Works:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Works.

TERMINATION OF ENTRANCE PROBATIONARY EMPLOYEE
(Future Employability Only)

(9C) **Determination of future employability: entrance probationary termination of Alfred de Roos, Psychiatric Technician (Class 2305), Department of Public Health. (File No. 0012-97-7)**

Recommendation of the Department of Public Health:

Approve the separation. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

(10) HUMAN RESOURCES DIRECTOR'S REPORT

- Progress report on class consolidation project.

(11) REQUESTS TO SPEAK

(12) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

3/97

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

LBERT C.WALKER
ECUTIVE OFFICER

MINUTES

Regular Meeting of
March 3, 1997

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

DOCUMENTS DEPT.
MAR 12 1997
SAN FRANCISCO
PUBLIC LIBRARY

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

CALL TO ORDER

2:20 p.m.

COMMISSION ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Clopton presided.

MINUTES

Special Meeting of February 3, 1997 adjourned to February 10, 1997

Action: Approve.

Regular Meeting of February 3, 1997 adjourned to February 10, 1997

Action: Approve.

Commendation for Michael Casey, Senior Personnel Analyst, Civil Service Commission, upon his transfer to the Controller's office. (Item No. 5)

Speaker: Michael Casey

Action: Approve.

25 Van Ness Avenue, Suite 720 • San Francisco, CA 94102-6033 • (415) 554-4747

0429-96-4 **Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Yvette Jordan-Batiste. (Item No. 8C)**

Appearance: Rafael Centeno, Airports Commission

Action: Postpone to the meeting of March 17, 1997 at the request of Ms. Jordan-Batiste.

0435-96-4 **Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Martina Scharf Perez. (Item No. 8D)**

Appearance: Rafael Centeno, Airports Commission

Action: Postpone to the meeting of March 17, 1997 at the request of the Executive Officer in order to determine the timeliness of Ms. Perez's appeal.

0445-96-4 **Appeal of background rejection for Deputy Sheriff I (Class 8302) by Roderick Skinner. (Item No. 8A)**

January 6, 1997: Postpone to the meeting of February 3, 1997 at the request of Mr. Skinner.

February 3, 1997: Postpone to the meeting of March 3, 1997 due to the adjournment of the February 3, 1997 meeting.

Speakers: Pro: Sgt. Lydia Taylor, Sheriff
Maryann Desouza, Sheriff
Con: Roderick Skinner

Action: Deny the appeal of Roderick Skinner. Sustain the decision of the Sheriff.

0483-96-4 **Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Leanne Chapman. (Item No. 8E)**

Speakers: None.

Action: Postpone to the meeting of March 17, 1997 at the request of Ms. Chapman's attorney.

0529-96-7 **Determination of future employability: entrance probationary termination of Donald Smith, Library Technical Assistant I (Class 3616), San Francisco Community College District. (Item No. 9A)**

February 3, 1997: Postpone to the meeting of March 3, 1997 due to adjournment of the February 3, 1997 meeting.

Speakers: Pro: Clara Starr, Community College District
Con: Donald Smith

Action: Off calendar pending resolution of discrimination complaint; Mr. Smith, the Department of Human Resources-EEO Unit, or the San Francisco Community College District to notify the Executive Officer when prepared to proceed.

0528-96-4
0534-96-5 **Appeals of the Human Resources Director's decision to cancel the examination for Class 7355 Truck Driver. (Item No. 8B)**

Speakers: None.

Action: Postpone to the meeting of April 7, 1997 at the request of Tod Cochran.

0537-96-7 **Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (Item No. 7B)**

February 3, 1997: Postpone to the meeting of March 3, 1997 at the request of Mr. Brewer.

Speakers: None.

Action: Postpone to the meeting of March 17, 1997 at the request of Mr. Brewer.

0551-96-7 **Determination of future employability: provisional termination of Juan Simmons, Public Service Aide (Class 9916), Department of Public Works. (Item No. 9B)**

Speakers: None.

Action: Postpone to the meeting of March 17, 1997 at the request of Local 790.

0012-97-7 **Determination of future employability: entrance probationary termination of Alfred de Roos, Psychiatric Technician (Class 2305), Department of Public Health. (Item No. 9C)**

Speakers: None.

Action: Postpone to the meting of April 7, 1997 at the request of Local 535.

0040-97-1 **Designation of the Official Bulletin Board for the Civil Service Commission. (Item No. 7A)**

Speakers: None.

Action: Designate the bulletin board in the Lobby of the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, as the Official Bulletin Board for the Civil Service Commission.

0041-97-8 Review of requests for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2104-96/97	Human Services	$50,500	Will develop culturally specific parent education curriculums and conduct classes in the Chinese, Filipino, Laotian, Vietnamese, Samoan and Cambodian Communities.	Continuing	10/31/97
4126-96/97	Airports Commission	$1,000,000	Evaluation of Wastewater Treatment Plant; study and design for industrial wastewater treatment plan to accommodate the increase demand resulting from Master Plan work, and maintaining the Airport's compliance with the Environmental laws.	Regular	04/30/98
4127-96/97	Police Commission	$60,000	Will conduct pre-employment polygraph examinations of police officer applicants and other Department hires.	Regular	06/30/98
4128-96/97	Police Commission	$120,000	Provide the San Francisco Police Department with psychological evaluations of final entry level assessment procedures.	Regular	06/30/98
4129-96/97	Public Health	$1,325,614	Construction management and interior remodeling, as required, to install new CT Scan, Angiography, and Fluoroscopy equipment.	Regular	06/30/98
4130-96/97	Public Utilities Commission	$700,000	Implementation of policies and goals specified in the draft Groundwater Master Plan.	Regular	09/30/98
4131-96/97	Public Utilities Commission	$9,000,000	Will upgrade the flocculation and sedimentation basins to match the design capacity of the Plant; provide alternate methods for recycle, treatment and/or disposal of filter backwash and sludge decant water during periods of elevated raw water turbidity.	Regular	02/28/01
4132-96/97	Public Utilities Commission	$1,800,000	Provide pre-design of treatment, storage and distribution Phase I facilities in Recycled Water Master Plan.	Regular	09/30/98
4133-96/97	Public Works	$150,000	Provide planning, design and construction management services during the development of new water wells in Golden Gate Park (GGP), including reviewing, analyzing and assessing existing hydro geologic information, developing a Water Supply Plan for GGP.	Regular	04/30/99

Item No. 0041-97-8 (Item No. 6 cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4134-96/97	Public Works	$600,000	Provide Citywide Intern Employment Agency Services to recruit mentors and training and work experience for under-represented inner-City high school students who are interested in career opportunities in architecture, law, sciences or engineering.	Regular	04/17/00
4135-96/97	Public Works	$300,000	Provide construction management and support services for the reconstruction of the SF Zoo's infrastructure, including the water, groundwater, recycled water, sewer/drainage, electrical and natural gas systems.	Regular	11/14/98
018R-94/95	Airports Commission	Increase Amount $160,000 New Amount $315,000	Support projects to promote trip reduction, including SFO telephone hotline to provide Airport passengers and employees with comprehensive ground transportation information on an on-going basis in response to periodic media campaigns.	Regular	03/31/99
243-94/95	Public Health	Increase Amount $822,856 New Amount $2,106,938	Provide monolingual, bilingual and bicultural outpatient mental health services to the Latino population; services include assessment, psychotherapy, mental health promotion, case management and early intervention.	Continuing	06/30/97

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 10)

- Progress report on class consolidation project.

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 11)

Barbara Thompson commented on the lack of compliance by the Law Library with the Civil Service Commission's Personnel Records Guidelines.

ADJOURNMENT (Item No. 12)

3:32 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
3/17/97

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C. WALKER
ECUTIVE OFFICER

AGENDA

Regular Meeting
of
March 17, 1997

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

1. CALL TO ORDER
2. COMMISSION ROLL CALL
3. MINUTES
4. ANNOUNCEMENTS
5. RATIFICATION AGENDA
6. CONSENT AGENDA
7. REGULAR AGENDA

DOCUMENTS DEPT.
MAR 13 1997
SAN FRANCISCO
PUBLIC LIBRARY

3:00 p.m.

8. EMPLOYEE SEPARATIONS AGENDA
9. HUMAN RESOURCES DIRECTOR'S REPORT
10. REQUESTS TO SPEAK
11. ADJOURNMENT

25 Van Ness Avenue, Suite 720 • San Francisco, CA 94102-6033 • (415) 554-4747

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 554-4747 and the fax number is (415) 554-4714. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda.*
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held n this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sing language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

March 17, 1997

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER

(2) COMMISSION ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(3) MINUTES

(3A) Special Meeting of March 3, 1997

Recommendation: Approve.

(3B) Regular Meeting of March 3, 1997

Recommendation: Approve.

(4) ANNOUNCEMENTS

(4A) Announcement of changes to agenda

(4B) Other announcements

(5) RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5A) Review of request for approval of proposed personal services contract. (File No. 0386-96-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4040-96/97	Public Utilities Commission (Water)	$150,000	Provide professional planning services to the San Francisco Public Utilities Commission, under management by the Mayor's Office of Emergency Services.	Regular	06/30/97

August 5, 1996:	Contract 4040-96/97 postponed to the meeting of August 19, 1996 at the request of the Public Utilities Commission.
August 19, 1996:	Off calendar at the request of the Public Utilities Commission.
Recommendation:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(5B) Review of requests for approval of proposed personal services contracts. (File No. 0054-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2105-96/97	Public Health	$27,000,000	Provide acute, crisis, transitional, supplemental, or semi-supervisory residential or therapeutic hospital services in a structured program available day and night, seven days a week to individuals with mental behavioral/emotional disorders.	Continuing	06/30/01
2106-96/97	Public Health	$436,560	Provide HIV counseling, testing, risk reduction and partner notification services to populations at risk for HIV Infection.	Continuing	06/30/01
2107-96/97	Public Health	$1,122,864	Provide HIV prevention program services to behavioral risk populations.	Continuing	06/30/01
2108-96/97	Public Health	$32,000,000	Provide or coordinate the delivery of one or more of the following services: case management, day treatment, medical support, outpatient, rehabilitative, screening, and testing services to individuals suffering from mental illness.	Continuing	06/30/01
2109-96/97	Public Health	$5,000,000	Promote and provide community based mental health client services to meet the educational, rehabilitation, vacation, legal, and advocacy needs of individuals suffering from mental illness.	Continuing	06/30/01

File No. 0054-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2110-96/97	Public Health	$4,000,000	Will serve as the primary care provider to review the requests of clients with mental illness for medical care and refer the patient to specialists when determined necessary.	Continuing	06/30/01
2111-96/97	Rent Arbitration Board	$90,000	Will be creating Web access for Database, developing management reports and calculation programs.	Continuing	10/31/98
4136-96/97	Airports Commission	$5,000,000	Provide construction management services; will manage the Security/System and Communication Facility renovation/expansion.	Regular	12/31/99
4137-96/97	Public Utilities Commission	$550,000	Will support the Water Supply and Treatment Division staff in development and implementation of the Policies and Procedures Training Program.	Regular	03/01/99
070C-94/95	Public Health	Increase Amount $5,589,080 New Amount $11,953,481	Will maintain a pilot program to decentralize the AIDS Drug Program (ADP) by subcontracting with neighborhood pharmacies and drug wholesalers to provide ADP approved drug to persons with AIDS in San Francisco.	Continuing	06/30/01

Recommendation: (1) Postpone PSC Contracts 2105-96/97, 2108-96/97, 2109-96/97, and 2110-96/97 to the meeting of April 7, 1997 at the request of the Department of Public Health;

(2) Adopt Human Resources Director's report on the remaining contracts. Notify the offices of the Controller and the Purchaser.

(6) CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6A) Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (File No. 0285-96-4)

July 15, 1996:	Postponed to the meeting of August 19, 1996 at the request of the appellants.
August 19, 1996:	Postpone to the meeting of November 4, 1996 at the request of the appellants' representative.
November 4, 1996:	Postpone to the meeting of November 18, 1996 at the request of the appellants' representative.
November 18, 1996:	Postpone to the meeting of January 6, 1997 at the request of the Human Resources Director.
January 6, 1997:	Postpone to the meeting of February 3, 1997 at the request of the Human Resources Director.
February 3, 1997:	Postpone to the meeting of March 17, 1997 at the request of the Human Resources Director.
Recommendation:	Postpone to the meeting of April 7, 1997 at the request of the appellants' representative.

(6B) Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0055-97-1)

Recommendation:	Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104.

(6C) Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Martina Scharf Perez. (File No. 0435-96-4)

March 3, 1997:	Postpone to the meeting of March 17, 1997 at the request of the Executive Officer in order to determine the timeliness of Ms. Perez's appeal.
Recommendation:	Off calendar. Ms. Perez's appeal was untimely.

(6D) Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Yvette Jordan-Batiste. (File No. 0429-96-4)

March 3, 1997:	Postpone to the meeting of March 17, 1997 at the request of Ms. Jordan-Batiste.
Recommendation:	Off calendar. Ms. Jordan-Batiste's appeal was not properly calendared.

(6E) Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Leanne Chapman. (File No. 0483-96-4)

March 3, 1997:	Postpone to the meeting of March 17, 1997 at the request of Ms. Chapman's attorney.
Recommendation:	Off calendar. Ms. Chapman's appeal was not properly calendared.

(6F) Exemption from civil service of the uniformed rank of Emergency Medical Services Chief (Class H-53), San Francisco Fire Department, in accordance with San Francisco Administrative Code Section 2A.90. (File No. 0056-97-1)

Recommendation:	Adopt the Human Resources Director's report; forward to the Board of Supervisors for approval.

(6G) Proposed Charter amendment relating to the promotion of probation officers from Class 8440 Probation Officer to Class 8442 Senior Probation Officer (Skeletal; Supervisor Leland Yee). (File No. 0057-97-1)

Recommendation:	Notify the Board of Supervisors that the Civil Service Commission strongly opposes this proposed Charter amendment.

(7) REGULAR AGENDA

(7A) Appeal of layoff out of seniority order from Nursing Supervisor (Class 2324) by Julie Brown-Modenos. (File No. 0395-96-5)

Recommendation: Deny the appeal of Julie Brown-Modenos. Sustain the Human Resources Director's decision.

(7B) Appeal of the Human Resources Director's denial of protest of the terms of the Senior Personnel Analyst (Class 1244) examination announcement by Valerie Jeffries. (File No. 0004-97-4)

Recommendation: Deny the appeal of Valerie Jeffries. Sustain the Human Resources Director's decision.

(7C) Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (File No. 0014-97-6)

Recommendation: Deny the appeal of Eric Wright. Sustain the Human Resources Director's decision.

(8) EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

APPEAL OF PROMOTIVE PROBATIONARY TERMINATION

(For Approval or Disapproval)

(8A) Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (File No. 0537-96-7)

February 3, 1997: Postpone to the meeting of March 3, 1997 at the request of Mr. Brewer.

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Mr. Brewer.

Recommendation of the Public Transportation Department:

Deny appeal. Approve the separation. Reinstate to a position in the class from which promoted (Class 9163 Transit Operator).

TERMINATION OF PROVISIONAL EMPLOYEE
(Future Employability Only)

(8B) **Determination of future employability: termination of provisional appointment of Juan Simmons, Public Service Aide (Class 9916), Department of Public Works. (File No. 0551-96-7)**

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Local 790.

Recommendation of the Department of Public Works:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Works.

TERMINATION OF TEMPORARY EMPLOYEE
(Future Employability Only)

(8C) **Determination of future employability: termination of temporary appointment from eligible list of James Chin, Equal Employment Opportunity Programs Specialist (Class 1233), Fire Department. (File No. 0017-97-7)**

Recommendation of the Fire Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Fire Department.

DISMISSAL OF PERMANENT EMPLOYEE
(Future Employability Only)

(8D) **Determination of future employability: dismissal from permanent appointment of Ronald Lyons, Plumber (Class 7347), San Francisco Unified School District. (File No. 0023-97-7)**

Recommendation of the San Francisco Unified School District:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Unified School District.

(9) HUMAN RESOURCES DIRECTOR'S REPORT

(9A) Progress report on class consolidation project.

(9B) Report of exemptions from civil service under Charter Sections 10.104-16 through 10.104-18.

(10) REQUESTS TO SPEAK

(11) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C. WALKER
CUTIVE OFFICER

MINUTES

Regular Meeting
March 17, 1997

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

DOCUMENTS DEPT.
MAR 20 1997
SAN FRANCISCO
PUBLIC LIBRARY

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

CALL TO ORDER

2:15 p.m.

COMMISSION ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Clopton presided.

MINUTES

Special Meeting of March 3, 1997 (Item No. 3A)

Action: Approve.

Regular Meeting of March 3, 1997 (Item No. 3B)

Action: Approve.

0285-96-4 Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (Item No. 6A)

July 15, 1996:	Postponed to the meeting of August 19, 1996 at the request of the appellants.
August 19, 1996:	Postpone to the meeting of November 4, 1996 at the request of the appellants' representative.
November 4, 1996:	Postpone to the meeting of November 18, 1996 at the request of the appellants' representative.
November 18, 1996:	Postpone to the meeting of January 6, 1997 at the request of the Human Resources Director.
January 6, 1997:	Postpone to the meeting of February 3, 1997 at the request of the Human Resources Director.
February 3, 1997:	Postpone to the meeting of March 17, 1997 at the request of the Human Resources Director.
Speakers:	None.
Action:	Postpone to the meeting of April 7, 1997 at the request of the appellants' representative.

0386-96-8 Review of request for approval of proposed personal services contract. (Item No. 5A)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4040-96/97	Public Utilities Commission (Water)	$150,000	Provide professional planning services to the San Francisco Public Utilities Commission, under management by the Mayor's Office of Emergency Services.	Regular	06/30/97

August 5, 1996:	Contract 4040-96/97 postponed to the meeting of August 19, 1996 at the request of the Public Utilities Commission.
August 19, 1996:	Off calendar at the request of the Public Utilities Commission.
Speakers:	None.
Action:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0395-96-5 Appeal of layoff out of seniority order from Nursing Supervisor (Class 2324) by Julie Brown-Modenos. (Item No. 7A)

Speakers: Pro: Rod Auyang, San Francisco General Hospital
Con: Julie Brown-Modenos

Action: Deny the appeal of Julie Brown-Modenos. Sustain the Human Resources Director's decision.

0429-96-4 Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Yvette Jordan-Batiste. (Item No. 6D)

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Ms. Jordan-Batiste.

Speakers: None.

Action: Off calendar. Ms. Jordan-Batiste's appeal was not properly calendared.

0435-96-4 Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Martina Scharf Perez. (Item No. 6C)

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of the Executive Officer in order to determine the timeliness of Ms. Perez's appeal.

Speakers: None.

Action: Off calendar. Ms. Perez's appeal was untimely.

0483-96-4 Appeal of background rejection for Airport Communications Dispatcher (Class 9902) by Leanne Chapman. (Item No. 6E)

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Ms. Chapman's attorney.

Speakers: None.

Action: Off calendar. Ms. Chapman's appeal was not properly calendared.

0537-96-7 **Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (Item No. 8A)**

February 3, 1997: Postpone to the meeting of March 3, 1997 at the request of Mr. Brewer.

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Mr. Brewer.

Speakers: None.

Action: Postpone to the meeting of April 7, 1997 at the request of the Public Transportation Department.

0551-96-7 **Determination of future employability: termination of provisional appointment of Juan Simmons, Public Service Aide (Class 9916), Department of Public Works. (Item No. 8B)**

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Local 790.

Speakers:
Pro: James Horan, Department of Public Works
Con: Ulysses Madison, Local 790
Juan Simmons

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Works. (Vote 3 to 1: Comm. Clopton dissents)

0004-97-4 **Appeal of the Human Resources Director's denial of protest of the terms of the Senior Personnel Analyst (Class 1244) examination announcement by Valerie Jeffries. (Item No. 7B)**

Speakers:
Pro: Candy Heurlin, Department of Human Resources
Con: Valerie Jeffries

Action: Deny the appeal of Valerie Jeffries. Sustain the Human Resources Director's decision.

0014-97-6 **Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (Item No. 7C)**

Speakers: None.

Action: Postpone to the meeting of April 21, 1997 at the request of Eric Wright.

0017-97-7 Determination of future employability: termination of temporary appointment from eligible list of James Chin, Equal Employment Opportunity Programs Specialist (Class 1233), Fire Department. (Item No. 8C)

Speakers: Pro: Chief James Cavellini, San Francisco Fire Department
Con: James Chin

Action: Return name to the Holdover Roster for Class 1233 Equal Employment Opportunity Programs Specialist. No future employment with the San Francisco Fire Department.

0023-97-7 Determination of future employability: dismissal from permanent appointment of Ronald Lyons, Plumber (Class 7347), San Francisco Unified School District. (Item No. 8D)

Appearance: Elaine Lee, San Francisco Unified School District

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Unified School District. (Mr. Lyons failed to appear).

0054-97-8 Review of requests for approval of proposed personal services contracts. (Item No. 5B)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2105-96/97 (Over to 4/7/97)	Public Health	$27,000,000	Provide acute, crisis, transitional, supplemental, or semi-supervisory residential or therapeutic hospital services in a structured program available day and night, seven days a week to individuals with mental behavioral/emotional disorders.	Continuing	06/30/01
2106-96/97	Public Health	$436,560	Provide HIV counseling, testing, risk reduction and partner notification services to populations at risk for HIV Infection.	Continuing	06/30/01
2107-96/97	Public Health	$1,122,864	Provide HIV prevention program services to behavioral risk populations.	Continuing	06/30/01

0054-97-8 (Item No. 5B cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2108-96/97 (Over to 4/7/97)	Public Health	$32,000,000	Provide or coordinate the delivery of one or more of the following services: case management, day treatment, medical support, outpatient, rehabilitative, screening, and testing services to individuals suffering from mental illness.	Continuing	06/30/01
2109-96/97 (Over to 4/7/97)	Public Health	$5,000,000	Promote and provide community based mental health client services to meet the educational, rehabilitation, vacation, legal, and advocacy needs of individuals suffering from mental illness.	Continuing	06/30/01
2110-96/97 (Over to 4/7/97)	Public Health	$4,000,000	Will serve as the primary care provider to review the requests of clients with mental illness for medical care and refer the patient to specialists when determined necessary.	Continuing	06/30/01
2111-96/97	Rent Arbitration Board	$90,000	Will be creating Web access for Database, developing management reports and calculation programs.	Continuing	10/31/98
4136-96/97	Airports Commission	$5,000,000	Provide construction management services; will manage the Security/System and Communication Facility renovation/expansion.	Regular	12/31/99
4137-96/97	Public Utilities Commission	$550,000	Will support the Water Supply and Treatment Division staff in development and implementation of the Policies and Procedures Training Program.	Regular	03/01/99
070C-94/95	Public Health	Increase Amount $5,589,080 New Amount $11,953,481	Will maintain a pilot program to decentralize the AIDS Drug Program (ADP) by subcontracting with neighborhood pharmacies and drug wholesalers to provide ADP approved drug to persons with AIDS in San Francisco.	Continuing	06/30/01

Speakers: None.

Action: (1) Postpone PSC Contracts 2105-96/97, 2108-96/97, 2109-96/97, and 2110-96/97 to the meeting of April 7, 1997 at the request of the Department of Public Health;

(2) Adopt Human Resources Director's report on the remaining contracts. Notify the offices of the Controller and the Purchaser.

0055-97-1 Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 6B)

Speakers: None.

Action: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104.

0056-97-1 Exemption from civil service of the uniformed rank of Emergency Medical Services Chief (Class H-53), San Francisco Fire Department, in accordance with San Francisco Administrative Code Section 2A.90. (Item No. 6F)

Speakers: None.

Action: Adopt the Human Resources Director's report; forward to the Board of Supervisors for approval.

0057-97-1 Proposed Charter amendment relating to the promotion of probation officers from Class 8440 Probation Officer to Class 8442 Senior Probation Officer (Skeletal; Supervisor Leland Yee). (Item No. 6G)

Speakers: None.

Action: Notify the Board of Supervisors that the Civil Service Commission strongly opposes this proposed Charter amendment.

HUMAN RESOURCES DIRECTOR'S REPORT **(Item No. 9)**

(9A) Progress report on class consolidation project.

(9B) Report of exemptions from civil service under Charter Sections 10.104-16 through 10.104-18.

Action: Reports received; file.

REQUESTS TO SPEAK **(Item No. 10)**

None.

ADJOURNMENT **(Item No. 11)**

3:45 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C.WALKER
ECUTIVE OFFICER

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

AGENDA

Regular Meeting
of
April 7, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER AND ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

DOCUMENTS DEPT.
APR 04 1997
SAN FRANCISCO
PUBLIC LIBRARY

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

25 Van Ness Avenue, Suite 720 • San Francisco, CA 94102-6033 • (415) 554-4747

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commissior meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. Fo matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commissior meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identif themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" sectior is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless th Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. Howeve meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Cente located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtow Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more informatio about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacer to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meeting for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sin language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternativ formats of the agenda and minutes, please contact the Commission office to make arrangements for th accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilitie should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist th City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees ma be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinanc assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshir Ordinance Task Force, 401 Van Ness Avenue, Room 40[illegible], telephone (415) 554-4351.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

April 7, 1997

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) MINUTES

Adjourned Special Meeting of March 3, 1997

Special Meeting of March 17, 1997

Regular Meeting of March 17, 1997

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0091-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-97/98	Controller	$40,000	Will work closely with State Controller's staff in the research and preparation of detailed SB-90 cost claims on behalf of the City/County to recover costs related to compliance with state mandates.	Annual	06/30/98
1001-97/98	Controller	$75,000	Provide technical writing services in support of ISD security policies and procedures, in development of disaster recovery plans and procedures, and in production of administrative publications and training guides.	Annual	06/30/98
1002-97/98	Controller	$15,000	Will develop, prepare and implement OMB-87 complaint indirect cost rate proposals for City/County departments not currently covered under other programs.	Annual	06/30/98
1003-97/98	District Attorney	$144,000	Provide computer consultant, project management, systems analysis, programming services, and expert consulting services of the legacy system.	Annual	06/30/98
1004-97/98	District Attorney	$60,000	Provide computer systems analysis, programming services, and expert consulting services of the implementation phase of the Statewide Automated Child Support System (SACSS).	Annual	06/30/98
1005-97/98	Port	$35,000	Provide access to JOC PIERS database through an online system using the City's own terminal to obtain reports from the entire U.S. trade data base, PIERS (Port Import Export Reporting Service).	Annual	06/30/98
1006-97/98	Public Health	$143,732	Provide on-site portable radiology services for inmates of the City and County of San Francisco jail system on a routine, scheduled basis, emergency basis, and during non-business hours, as required.	Annual	06/30/98
1007-97/98	Public Health	$4,802	Computer assisted electrocardiograph interpretations for the health care facilities of the City and County of San Francisco jail system.	Annual	06/30/98
1008-97/98	Public Health	$12,805	Provide a range of restorative dental services for inmates of the City and County of San Francisco jail system, on an as-needed basis.	Annual	06/30/98

File No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1009-97/98	Public Health	$18,540	Provide podiatry services for inmates of the City and County of San Francisco jail system on an as-needed basis, including but not limited to treatment of foot problems associated with diabetes, treatment of painful calluses, and other related conditions.	Annual	06/30/98
1010-97/98	Public Health	$375,475	Provide HIV general education, condom distribution, telephone hotline services to at risk residents of San Francisco.	Annual	06/30/01
1011-97/98	Public Health	$1,908,044	Provide HIV prevention programs targeting behavioral risk populations, Larkin Street Youth Center, Lavender Youth Recreation and Information Center.	Annual	06/30/01
1012-97/98	Public Works	$6,075	Provide on-site construction supervisor training for the Bureau of Street and Sewer Repair (BSSR).	Annual	06/30/98
1013-97/98	Sheriff	$47,700	Provide victims with information and notification when their assailant is being released from the County Jail system.	Annual	06/30/98
1014-97/98	Sheriff	$45,000	Will alert the surrounding communities of danger, i.e. escape; the system will phone up to 2,000 residents around the San Bruno jail within an hour's time.	Annual	06/30/98
1015-97/98	Sheriff	$582,360	Provide residential substance abuse counseling for prisoners paroled from the County jail by the County Parole Board.	Annual	06/30/98
1016-97/98	Sheriff	$8,000	Jail dietitian services will make monthly site visits to both jail kitchen facilities, reviewing menu content and changes, testing food temperature, observing food preparation and assessing caloric content in keeping with contractual requirements.	Annual	06/30/98
1017-97/98	Sheriff	$17,500	Provide psychological screening of all Deputy Sheriff's candidates as part of the post-,mandated background investigation required by the California Commission on Peace Officer Standards and Training (POST).	Annual	06/30/98
1018-97/98	Sheriff	$12,000	Provide psychological services to current employees as needed.	Annual	06/30/98
1019-97/98	Sheriff	$814,954	Provide appropriate staff to operate an in-custody comprehensive substance abuse program for incarcerated females.	Annual	06/30/98

File No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1020-97/98	Sheriff	$88,500	Provide certified acupuncturists and appropriate supplies for the performance of acupuncture detoxification, stress reduction and relaxation therapy for in-custody men and women in the substance abuse treatment program in County Jail #7.	Annual	06/30/98
1021-97/98	Sheriff	$365,000	Provide electronic monitoring equipment and staff to monitor prisoners on Home Detention and provide case management services.	Annual	06/30/98
1022-97/98	Sheriff	$81,000	Will interview and establish release plans for misdemeanors who do not qualify under Sheriff's Protocol.	Annual	06/30/98
1023-97/98	Telecommunication and Information Services	$128,928	Provide business and systems analysis of the new Benefit Payment (BP) System for the Retirement System.	Annual	06/30/98
1024-97/98	Telecommunication and Information Services	$200,000	Provide system software support and special technical support services.	Annual	06/30/98
1025-97/98	Telecommunication and Information Services	$100,000	Provide various networking services in the following area: channel extenders and their switching system support and maintenance. HOJ network hub support for Interim CAD911, and network equipment installation.	Annual	06/30/98
1026-97/98	Telecommunication and Information Services	$350,000	Provide assistance with the elimination of the backlog of production support Services Requests (SRs) and will also assist with the PC-based applications in support of the Tax Collector.	Annual	06/30/98
1027-97/98	Telecommunication and Information Services	$50,000	Will assist in the recruiting pool of qualified applicants for selected information technology positions.	Annual	06/30/98
1028-97/98	Telecommunication and Information Services	$50,000	Will be used on an on-call, as-needed basis to provide expert professional consulting and systems support services.	Annual	06/30/98
1029-97/98	Telecommunication and Information Services	$312,000	Will analyze, design, program, and implement major database enhancements and program changes to the existing Retirement System.	Annual	06/30/98
1030-97/98	Telecommunication and Information Services	$112,000	Provide business and systems analysis of the new Benefit Payment (BP) System for the Retirement System.	Annual	06/30/98
1031-97/98	Telecommunication and Information Services	$9,200	Will be used on an on-call, as-needed basis, to provide expert professional consulting and systems development services.	Annual	06/30/98

File No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1032-97/98	Telecommunication and Information Services	$240,000	Will develop a reimplementation plan; design, code, test, implement, and document IDMS/ADSO and batch COBOL programs as necessary.	Annual	06/30/98
1033-97/98	Telecommunication and Information Services	$65,000	Provide highly specialized advanced training in personal computer and network programs for ISD staff and City departments.	Annual	06/30/98
1034-97/98	Telecommunication and Information Services	$85,000	Provide camera-ready advertisements for personnel recruits.	Annual	06/30/98
1035-97/98	Telecommunication and Information Services	$92,525	Provide technical writing to develop complete project documentation in support of the Employees' Retirement System.	Annual	06/30/98
1036-97/98	Telecommunication and Information Services	$50,000	Will assist in the conversion of the GEAC (formerly Dunn and Bradstreet) payroll system, part of the payroll package to year 2000 compliance.	Annual	06/30/98
1037-97/98	Telecommunication and Information Services	$650,000	Provide expert consultation and technical programming services for the Court Management Systems Project.	Annual	06/30/98
2112-96/97	Commission on Aging	$274,986	Provide specialized day care program for persons with moderate to severe stage of Alzheimer's disease and other related dementia.	Continuing	06/30/98
2113-96/97	Commission on Aging	$8,000	Provide relief to care givers of frail elders or functionally impaired adults.	Continuing	06/30/98
2114-96/97	Commission on Aging	$18,675	Provide opportunities for sponsors and volunteers to distribute donated food to help meet the nutritional needs of low income seniors.	Continuing	06/30/98
2115-96/97	Convention Facilities Management	$40,000	Provide annual examination and auditing of the finance records of the operations of the Moscone Convention Center and Bill Graham Civic Auditorium for the fiscal year.	Continuing	06/30/98
2116-96/97	Convention Facilities Management	$8,000,000	Will promote the City to conventioneers, tourists, and other visitors.	Continuing	06/30/98
4138-96/97	Airports Commission	$19,181,000	Provide materials testing and special inspection services for Master Plan Projects.	Regular	12/31/00
4139-96/97	Art Commission	$600,000	Will fabricate, transport, and install artwork entitled "Welcome" in INS Inspection Area of new International Terminal at San Francisco International Airport.	Regular	01/31/01

File No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4140-96/97	Art Commission	$237,000	Provide design and fabrication of artist designed bronze plaques for artwork entitled "On the Air" for Arrivals Lobby at San Francisco International Airport.	Regular	07/01/00
4141-96/97	Police Commission	$110,000	Provide area youths with services whcih divert them from the use of drugs and involvement in deliquent behavior.	Regular	12/31/97
4142-96/97	Public Health	$135,200	Will operate the San Francisco Unified School District (SFUSD) School Health Center for pshysical examination and assessment of students, provide on-site nursing services at 16 elementary schools and 8 middle schools.	Regular	06/30/98
4143-96/97	Public health	$75,000	Provide primary care services through a gerontological nurse practitioner to a group of residents at Laguna Honda Hospital, and an advanced nurse or clinical nurse specialist to a group of residents in Laguna Honda's Adult Day Health Center.	Regular	12/31/97
4144-96/97	Public Transportation	$150,000	Will replace broken glass in window frames of Municipal Railway diesel coaches.	Regular	03/31/99
4145-96/97	Public Works	$600,000	Will maintain and operate an existing soil and groundwater treatment system at the new San Francisco General Hospital Parking Garage site (formerly the MUNI Maintenance Facility at 24th and Utah Streets).	Regular	06/30/99
4146-96/97	Public Works	$200,000	Provide specialized construction management support services comprised of scheduling analaysis utilizing Primavera Project Planner for Windows format to analyze the baseline schedule, update, and revise Critical Path Method (CPM) schedule.	Regular	09/30/99
054R-94/95	Airports Commission	Increase Amount $3,029,000 New Amount $7,029,000	Provide construction management services for the Airport's Master Plan Roadways, ramps and related projects.	Regular	05/31/02
2061-95/96	Public Health	Increase Amount $305,834 New Amount $632,834	Provide tobacco prevention, cessation, evaluation and media services to implement state approved comprehensive tobacco control plan.	Continuing	06/30/98

File No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-96/97	Public Works	Increase Amount $200,000 New Amount $600,000	Provide construction management services including cost estimating, scheduling, value engineering, special inspection, and Americans with Disabilities Act (ADA) consultation, for the construction of the 9-1-1/OES Emergency Communications Center.	Regular	05/30/99
4138-95/96	Assessor	Increase Amount $150,000 New Amount $300,000	Will manage the acquisition and installation of the Integrated Property Assessor, Controller, Tax Collector System (INPACT).	Regular	10/31/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed cn the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0054-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2105-96/97	Public Health	$27,000,000	Provide acute, crisis, transitional, supplemental, or semi-supervisory residential or therapeutic hospital services in a structured program available day and night, seven days a week to individuals with mental behavioral/emotional disorders.	Continuing	06/30/01
2108-96/97	Public Health	$32,000,000	Provide or coordinate the delivery of one or more of the following services: case management, day treatment, medical support, outpatient, rehabilitative, screening, and testing services to individuals suffering from mental illness.	Continuing	06/30/01
2109-96/97	Public Health	$5,000,000	Promote and provide community based mental health client services to meet the educational, rehabilitation, vacation, legal, and advocacy needs of individuals suffering from mental illness.	Continuing	06/30/01

File No. 0054-97-8 (cont.)					
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
2110-96/97	Public Health	$4,000,000	Will serve as the primary care provider to review the requests of clients with mental illness for medical care and refer the patient to specialists when determined necessary.	Continuing	06/30/01

March 17, 1997: Postpone to the meeting of April 7, 1997 at the request of the Department of Public Health.

Recommendation: Postpone to the meeting of April 21, 1997 at the request of the Department of Public Health.

(6) **Determination of future employability for Marion Lewis Brown, Secretary II, (Class 1446), San Francisco Community College District. (File No. 0092-97-7)**

Recommendation: Accept the resignation as certified. No future employment with the San Francisco Community College District. No future employment with the City and County of San Francisco or the San Francisco Unified School District at any time before February 24, 2002.

(7) **Determination of future employability for Lawrence Fishman, Senior Programmer Analyst, (Class 1874), Department of Telecommunications and Information Services. (File No. 0093-97-7)**

Recommendation: No future employment with the Controller and/or the Department of Telecommunications and Information Services.

(8) **Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (File No. 0537-96-7)**

February 3, 1997: Postpone to the meeting of March 3, 1997 at the request of Mr. Brewer.

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Mr. Brewer.

March 17, 1997: Postpone to the meeting of April 7, 1997 at the request of the Public Transportation Department.

Recommendation: Postpone to the meeting of April 21, 1997.

REGULAR AGENDA

(9) Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (File No. 0285-96-4)

July 15, 1996:	Postponed to the meeting of August 19, 1996 at the request of the appellants.
August 19, 1996:	Postpone to the meeting of November 4, 1996 at the request of the appellants' representative.
November 4, 1996:	Postpone to the meeting of November 18, 1996 at the request of the appellants' representative.
November 18, 1996:	Postpone to the meeting of January 6, 1997 at the request of the Human Resources Director.
January 6, 1997:	Postpone to the meeting of February 3, 1997 at the request of the Human Resources Director.
February 3, 1997:	Postpone to the meeting of March 17, 1997 at the request of the Human Resources Director.
March 17, 1997:	Postpone to the meeting of April 7, 1997 at the request of the appellants' representative.
Recommendation:	Deny the appeals of Joseph Godfrey, Wendy Lok, Celedonia Pacheco, and John Tusch. Sustain the decision of the Human Resources Director.

(10) Appeal of the Human Resources Director's decision to cancel the examination for Class 7355 Truck Driver. (File No. 0528-96-4) (File No. 0534-96-5)

March 3, 1997:	Postpone to the meeting of April 7, 1997 at the request of Tod Cochran.
Recommendation:	Deny the appeals of Tod Cochran and Charles Scott. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

RESIGNATION - SERVICES UNSATISFACTORY
(Future Employability Only)

(11) Determination of future employability: resignation - services unsatisfactory of Rafael Figueroa, Sewer Maintenance Worker (Class 7421), Department of Public Works. (File No. 0527-96-7)

Recommendation of the Department of Public Works:

Accept the resignation as certified.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

(12) Determination of future employability: entrance probationary termination of Alfred de Roos, Psychiatric Technician (Class 2305), Department of Public Health. (File No. 0012-97-7)

March 3, 1997: Postpone to the meeting of April 7, 1997 at the request of Local 535.

Recommendation of the Department of Public Health:

Approve the separation. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

(13) **Determination of future employability: entrance probationary termination of Charlene Johnson, Licensed Vocational Nurse (Class 2312), Department of Public Health. (File No. 0032-97-7)**

Recommendation of the Department of Public Health:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service.

RESIGNATION - SERVICES UNSATISFACTORY
(Future Employability Only)

(14) **Determination of future employability: resignation - services unsatisfactory of Salvador Mira, Cashier I (Class 4320), Department of Public Health. (File No. 0034-97-7)**

Recommendation of the Department of Public Health:

Accept the resignation as certified. Future employment subject to the review and approval of the Human resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT
(Future Employability Only)

(15) **Determination of future employability: entrance probationary termination of Marvan Hogan, Public Health Team Leader (Class 2314), Department of Public Health. (File No. 0038-97-7)**

Recommendation of the Department of Public Health:

No restrictions on future employment.

(16) REQUESTS TO SPEAK

(17) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/97

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C.WALKER
ECUTIVE OFFICER

MINUTES

Regular Meeting
April 7, 1997

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

DOCUMENTS DEPT.
APR 11 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:30 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Present

Commissioner Clopton presided except for Items 1, 2, 3, 4, 5, 6, 7, and 8.
Commissioner Pon presided over Items 1, 2, 3, 4, 5, 6, 7, and 8.

MINUTES

Adjourned Special Meeting of March 3, 1997

Special Meeting of March 17, 1997

Regular Meeting of March 17, 1997

Action: Approve.

0285-96-4 Appeals of the Human Resources Director's finding of insufficient evidence to sustain a charge of discrimination in the departmental selection of certified eligibles for Class 1210 Benefits Analyst, Department of Human Resources - Health Service System. (Item No. 9)

July 15, 1996:	Postponed to the meeting of August 19, 1996 at the request of the appellants.
August 19, 1996:	Postpone to the meeting of November 4, 1996 at the request of the appellants' representative.
November 4, 1996:	Postpone to the meeting of November 18, 1996 at the request of the appellants' representative.
November 18, 1996:	Postpone to the meeting of January 6, 1997 at the request of the Human Resources Director.
January 6, 1997:	Postpone to the meeting of February 3, 1997 at the request of the Human Resources Director.
February 3, 1997:	Postpone to the meeting of March 17, 1997 at the request of the Human Resources Director.
March 17, 1997:	Postpone to the meeting of April 7, 1997 at the request of the appellants' representative.
Speakers:	Pro: Esther Leong, Department of Human Resources Ray Wong, Departrment of Human Resources Con: Tod Cochran Larry Meyers Joseph Godfrey John Tusch
Action:	Deny the appeals of Joseph Godfrey, Wendy Lok, Celedonia Pacheco, and John Tusch. Sustain the decision of the Human Resources Director. (Vote of 4 to 1: Commissioner Kosturos dissents).

0527-96-7 **Determination of future employability: resignation - services unsatisfactory of Rafael Figueroa, Sewer Maintenance Worker (Class 7421), Department of Public Works. (Item No. 11)**

Speakers: Pro: James Horan, Department of Public Works
Charles O'Neil, Department of Public Works
Con: Bob McDonnell, Local 261

Action: Remand to the Department of Public Works for reconsideration of designation of services.

0528-96-4 **Appeal of the Human Resources Director's decision to cancel the examination for Class 7355 Truck Driver. (Item No. 10)**

March 3, 1997: Postpone to the meeting of April 7, 1997 at the request of Tod Cochran.

Speakers; Pro: Joyce Smith, Department of Public Works
Con: Tod Cochran
Philip Tarantino, Local 216

Action: Deny the appeals of Tod Cochran and Charles Scott. Sustain the decision of the Human Resources Director. (Vote of 4 to 1: Commissioner Kosturos dissents).

0537-96-7 **Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (Item No. 8)**

February 3, 1997: Postpone to the meeting of March 3, 1997 at the request of Mr. Brewer.

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Mr. Brewer.

March 17, 1997: Postpone to the meeting of April 7, 1997 at the request of the Public Transportation Department.

Speakers: None.

Action: Postpone to the meeting of April 21, 1997.

0012-97-7 Determination of future employability: entrance probationary termination of Alfred de Roos, Psychiatric Technician (Class 2305), Department of Public Health. (Item No. 12)

March 3, 1997: Postpone to the meeting of April 7, 1997 at the request of Local 535.

Speakers:
Pro: Steve Lara, San Francisco General Hospital
Con: Brett Nair, Local 250
Alfred de Roos

Action: Approve the separation. Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service.

0032-97-7 Determination of future employability: entrance probationary termination of Charlene Johnson, Licensed Vocational Nurse (Class 2312), Department of Public Health. (Item No. 13)

Speakers:
Pro: Shelley Samuels, San Francisco General Hospital
Con: Charlene Johnson
Howard Jackson

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. (Vote of 4 to 1: Commissioner Kosturos dissents).

0034-97-7 Determination of future employability: resignation - services unsatisfactory of Salvador Mira, Cashier I (Class 4320), Department of Public Health. (Item No. 14)

Speakers: None.

Action: Postpone to the meeting of June 2, 1997 at the request of Mr. Mira's representative.

0038-97-7 **Determination of future employability: entrance probationary termination of Marvan Hogan, Public Health Team Leader (Class 2314), Department of Public Health. (Item No. 15)**

Speakers: None.

Action: Off calendar; request for hearing withdrawn.

0054-97-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2105-96/97	Public Health	$27,000,000	Provide acute, crisis, transitional, supplemental, or semi-supervisory residential or therapeutic hospital services in a structured program available day and night, seven days a week to individuals with mental behavioral/emotional disorders.	Continuing	06/30/01
2108-96/97	Public Health	$32,000,000	Provide or coordinate the delivery of one or more of the following services: case management, day treatment, medical support, outpatient, rehabilitative, screening, and testing services to individuals suffering from mental illness.	Continuing	06/30/01
2109-96/97	Public Health	$5,000,000	Promote and provide community based mental health client services to meet the educational, rehabilitation, vacation, legal, and advocacy needs of individuals suffering from mental illness.	Continuing	06/30/01
2110-96/97	Public Health	$4,000,000	Will serve as the primary care provider to review the requests of clients with mental illness for medical care and refer the patient to specialists when determined necessary.	Continuing	06/30/01

March 17, 1997: Postpone to the meeting of April 7, 1997 at the request of the Department of Public Health.

Speakers: None.

Action: Postpone to the meeting of April 21, 1997 at the request of the Department of Public Health.

0091-97-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1000-97/98	Controller	$40,000	Will work closely with State Controller's staff in the research and preparation of detailed SB-90 cost claims on behalf of the City/County to recover costs related to compliance with state mandates.	Annual	06/30/98
1001-97/98	Controller	$75,000	Provide technical writing services in support of ISD security policies and procedures, in development of disaster recovery plans and procedures, and in production of administrative publications and training guides.	Annual	06/30/98
1002-97/98	Controller	$15,000	Will develop, prepare and implement OMB-87 complaint indirect cost rate proposals for City/County departments not currently covered under other programs.	Annual	06/30/98
1003-97/98	District Attorney	$144,000	Provide computer consultant, project management, systems analysis, programming services, and expert consulting services of the legacy system.	Annual	06/30/98
1004-97/98	District Attorney	$60,000	Provide computer systems analysis, programming services, and expert consulting services of the implementation phase of the Statewide Automated Child Support System (SACSS).	Annual	06/30/98
1005-97/98	Port	$35,000	Provide access to JOC PIERS database through an online system using the City's own terminal to obtain reports from the entire U.S. trade data base, PIERS (Port Import Export Reporting Service).	Annual	06/30/98
1006-97/98	Public Health	$143,732	Provide on-site portable radiology services for inmates of the City and County of San Francisco jail system on a routine, scheduled basis, emergency basis, and during non-business hours, as required.	Annual	06/30/98
1007-97/98	Public Health	$4,802	Computer assisted electrocardiograph interpretations for the health care facilities of the City and County of San Francisco jail system.	Annual	06/30/98
1008-97/98	Public Health	$12,805	Provide a range of restorative dental services for inmates of the City and County of San Francisco jail system, on an as-needed basis.	Annual	06/30/98

Item No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1009-97/98	Public Health	$18,540	Provide podiatry services for inmates of the City and County of San Francisco jail system on an as-needed basis, including but not limited to treatment of foot problems associated with diabetes, treatment of painful calluses, and other related conditions.	Annual	06/30/98
1010-97/98	Public Health	$375,475	Provide HIV general education, condom distribution, telephone hotline services to at risk residents of San Francisco.	Annual	06/30/01
1011-97/98	Public Health	$1,908,044	Provide HIV prevention programs targeting behavioral risk populations, Larkin Street Youth Center, Lavender Youth Recreation and Information Center.	Annual	06/30/01
1012-97/98	Public Works	$6,075	Provide on-site construction supervisor training for the Bureau of Street and Sewer Repair (BSSR).	Annual	06/30/98
1013-97/98	Sheriff	$47,700	Provide victims with information and notification when their assailant is being released from the County Jail system.	Annual	06/30/98
1014-97/98	Sheriff	$45,000	Will alert the surrounding communities of danger, i.e. escape; the system will phone up to 2,000 residents around the San Bruno jail within an hour's time.	Annual	06/30/98
1015-97/98	Sheriff	$582,360	Provide residential substance abuse counseling for prisoners paroled from the County jail by the County Parole Board.	Annual	06/30/98
1016-97/98	Sheriff	$8,000	Jail dietitian services will make monthly site visits to both jail kitchen facilities, reviewing menu content and changes, testing food temperature, observing food preparation and assessing caloric content in keeping with contractual requirements.	Annual	06/30/98
1017-97/98	Sheriff	$17,500	Provide psychological screening of all Deputy Sheriff's candidates as part of the post-,mandated background investigation required by the California Commission on Peace Officer Standards and Training (POST).	Annual	06/30/98
1018-97/98	Sheriff	$12,000	Provide psychological services to current employees as needed.	Annual	06/30/98
1019-97/98	Sheriff	$814,954	Provide appropriate staff to operate an in-custody comprehensive substance abuse program for incarcerated females.	Annual	06/30/98

Item No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1020-97/98	Sheriff	$88,500	Provide certified acupuncturists and appropriate supplies for the performance of acupuncture detoxification, stress reduction and relaxation therapy for in-custody men and women in the substance abuse treatment program in County Jail #7.	Annual	06/30/98
1021-97/98	Sheriff	$365,000	Provide electronic monitoring equipment and staff to monitor prisoners on Home Detention and provide case management services.	Annual	06/30/98
1022-97/98	Sheriff	$81,000	Will interview and establish release plans for misdemeanors who do not qualify under Sheriff's Protocol.	Annual	06/30/98
1023-97/98	Telecommunication and Information Services	$128,928	Provide business and systems analysis of the new Benefit Payment (BP) System for the Retirement System.	Annual	06/30/98
1024-97/98	Telecommunication and Information Services	$200,000	Provide system software support and special technical support services.	Annual	06/30/98
1025-97/98	Telecommunication and Information Services	$100,000	Provide various networking services in the following area: channel extenders and their switching system support and maintenance, HOJ network hub support for Interim CAD911, and network equipment installation.	Annual	06/30/98
1026-97/98	Telecommunication and Information Services	$350,000	Provide assistance with the elimination of the backlog of production support Services Requests (SRs) and will also assist with the PC-based applications in support of the Tax Collector.	Annual	06/30/98
1027-97/98	Telecommunication and Information Services	$50,000	Will assist in the recruiting pool of qualified applicants for selected information technology positions.	Annual	06/30/98
1028-97/98	Telecommunication and Information Services	$50,000	Will be used on an on-call, as-needed basis to provide expert professional consulting and systems support services.	Annual	06/30/98
1029-97/98	Telecommunication and Information Services	$312,000	Will analyze, design, program, and implement major database enhancements and program changes to the existing Retirement System.	Annual	06/30/98
1030-97/98	Telecommunication and Information Services	$112,000	Provide business and systems analysis of the new Benefit Payment (BP) System for the Retirement System.	Annual	06/30/98
1031-97/98	Telecommunication and Information Services	$9,200	Will be used on an on-call, as-needed basis, to provide expert professional consulting and systems development services.	Annual	06/30/98

Item No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
1032-97/98	Telecommunication and Information Services	$240,000	Will develop a reimplementation plan; design, code, test, implement, and document IDMS/ADSO and batch COBOL programs as necessary.	Annual	06/30/98
1033-97/98	Telecommunication and Information Services	$65,000	Provide highly specialized advanced training in personal computer and network programs for ISD staff and City departments.	Annual	06/30/98
1034-97/98	Telecommunication and Information Services	$85,000	Provide camera-ready advertisements for personnel recruits.	Annual	06/30/98
1035-97/98	Telecommunication and Information Services	$92,525	Provide technical writing to develop complete project documentation in support of the Employees' Retirement System.	Annual	06/30/98
1036-97/98	Telecommunication and Information Services	$50,000	Will assist in the conversion of the GEAC (formerly Dunn and Bradstreet) payroll system, part of the payroll package to year 2000 compliance.	Annual	06/30/98
1037-97/98	Telecommunication and Information Services	$650,000	Provide expert consultation and technical programming services for the Court Management Systems Project.	Annual	06/30/98
2112-96/97	Commission on Aging	$274,986	Provide specialized day care program for persons with moderate to severe stage of Alzheimer's disease and other related dementia.	Continuing	06/30/98
2113-96/97	Commission on Aging	$8,000	Provide relief to care givers of frail elders or functionally impaired adults.	Continuing	06/30/98
2114-96/97	Commission on Aging	$18,675	Provide opportunities for sponsors and volunteers to distribute donated food to help meet the nutritional needs of low income seniors.	Continuing	06/30/98
2115-96/97	Convention Facilities Management	$40,000	Provide annual examination and auditing of the finance records of the operations of the Moscone Convention Center and Bill Graham Civic Auditorium for the fiscal year.	Continuing	06/30/98
2116-96/97	Convention Facilities Management	$8,000,000	Will promote the City to conventioneers, tourists, and other visitors.	Continuing	06/30/98
4138-96/97	Airports Commission	$19,181,000	Provide materials testing and special inspection services for Master Plan Projects.	Regular	12/31/00
4139-96/97	Art Commission	$600,000	Will fabricate, transport, and install artwork entitled "Welcome" in INS Inspection Area of new International Terminal at San Francisco International Airport.	Regular	01/31/01

Item No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4140-96/97	Art Commission	$237,000	Provide design and fabrication of artist designed bronze plaques for artwork entitled "On the Air" for Arrivals Lobby at San Francisco International Airport.	Regular	07/01/00
4141-96/97	Police Commission	$110,000	Provide area youths with services whcih divert them from the use of drugs and involvement in deliquent behavior.	Regular	12/31/97
4142-96/97	Public Health	$135,200	Will operate the San Francisco Unified School District (SFUSD) School Health Center for pshysical examination and assessment of students, provide on-site nursing services at 16 elementary schools and 8 middle schools.	Regular	06/30/98
4143-96/97	Public health	$75,000	Provide primary care services through a gerontological nurse practitioner to a group of residents at Laguna Honda Hospital, and an advanced nurse or clinical nurse specialist to a group of residents in Laguna Honda's Adult Day Health Center.	Regular	12/31/97
4144-96/97	Public Transportation	$150,000	Will replace broken glass in window frames of Municipal Railway diesel coaches.	Regular	03/31/99
4145-96/97	Public Works	$600,000	Will maintain and operate an existing soil and groundwater treatment system at the new San Francisco General Hospital Parking Garage site (formerly the MUNI Maintenance Facility at 24th and Utah Streets).	Regular	06/30/99
4146-96/97	Public Works	$200,000	Provide specialized construction management support services comprised of scheduling analaysis utilizing Primavera Project Planner for Windows format to analyze the baseline schedule, update, and revise Critical Path Method (CPM) schedule.	Regular	09/30/99
054R-94/95	Airports Commission	Increase Amount $3,029,000 New Amount $7,029,000	Provide construction management services for the Airport's Master Plan Roadways, ramps and related projects.	Regular	05/31/02
2061-95/96	Public Health	Increase Amount $305,834 New Amount $632,834	Provide tobacco prevention, cessation, evaluation and media services to implement state approved comprehensive tobacco control plan.	Continuing	06/30/98

Item No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-96/97	Public Works	Increase Amount $200,000 New Amount $600,000	Provide construction management services including cost estimating, scheduling, value engineering, special inspection, and Americans with Disabilities Act (ADA) consultation, for the construction of the 9-1-1/OES Emergency Communications Center.	Regular	05/30/99
4138-95/96	Assessor	Increase Amount $150,000 New Amount $300,000	Will manage the acquisition and installation of the Integrated Property Assessor, Controller, Tax Collector System (INPACT).	Regular	10/31/98

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0092-97-7 **Determination of future employability for Marion Lewis Brown, Secretary II, (Class 1446), San Francisco Community College District. (Item No. 6)**

Speakers: None.

Action: Accept the resignation as certified. No future employment with the San Francisco Community College District. No future employment with the City and County of San Francisco or the San Francisco Unified School District at any time before February 24, 2002.

0093-97-7 **Determination of future employability for Lawrence Fishman, Senior Programmer Analyst, (Class 1874), Department of Telecommunications and Information Services. (Item No. 7)**

Speakers: None.

Action: No future employment with the Controller and/or the Department of Telecommunications and Information Services.

REQUESTS TO SPEAK (Item No. 16)

None.

ADJOURNMENT (Item No. 17)

4:25 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

EORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C. WALKER
ECUTIVE OFFICER

4/21/97

Kate Wingerson
San Francisco Public Library
Civic Center
Box 41 (Cal)

AGENDA

**Regular Meeting
of
April 21, 1997**

**Room 428
Veterans Building, 401 Van Ness Avenue**

Order of Business

2:00 p.m.

CALL TO ORDER AND ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

DOCUMENTS DEPT.
APR 17 1997
SAN FRANCISCO
PUBLIC LIBRARY

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

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Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabiliti should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees ma be sensitive to various chemical based products. Please help the City to accommodate these individuals.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

April 21, 1997

2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) **MINUTES**

Special Meeting of April 7, 1997

Regular Meeting of April 7, 1997

(3) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0054-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2105-96/97	Public Health	$27,000,000	Provide acute, crisis, transitional, supplemental, or semi-supervisory residential or therapeutic hospital services in a structured program available day and night, seven days a week to individuals with mental behavioral/emotional disorders.	Continuing	06/30/01
2108-96/97	Public Health	$32,000,000	Provide or coordinate the delivery of one or more of the following services: case management, day treatment, medical support, outpatient, rehabilitative, screening, and testing services to individuals suffering from mental illness.	Continuing	06/30/01
2109-96/97	Public Health	$5,000,000	Promote and provide community based mental health client services to meet the educational, rehabilitation, vacation, legal, and advocacy needs of individuals suffering from mental illness.	Continuing	06/30/01
2110-96/97	Public Health	$4,000,000	Will serve as the primary care provider to review the requests of clients with mental illness for medical care and refer the patient to specialists when determined necessary.	Continuing	06/30/01

March 17, 1997: Postpone to the meeting of April 7, 1997 at the request of the Department of Public Health.

April 7, 1997: Postpone to the meeting of April 21, 1997 at the request of the Department of Public Health.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0128-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4147-96/97	Public Works	$600,000	Provide specialized sampling and testing services for aquatic sediments involving marine and freshwater dredging projects in the San Francisco Bay Area as needed.	Regular	06/30/99
4148-96/97	Public Works	$4,000,000	Provide specialized environmental consultation services to provide rapid and cost effective resolution of environmental issues as needed.	Regular	06/30/99

File No. 0091-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4149-96/97	Public Works	$600,000	Provide specialized labor, materials and equipment suitable for performing as-needed laboratory analyses for environmental assessments purposes.	Regular	06/30/99
4150-96/97	Recreation & Parks Commission	$650,000	Provide various support services to community gardens located on City-owned property.	Regular	6/30/02
033R-94/95	Public Transportation	Increase Amount $2,000,000 New Amount $8,451,425	Provide review of signal system, contractor's moving block sign system design, system safety program, and provide implementation, testing and commissioning assistance for the Advanced Train Control System (ATCS).	Regular	07/31/97
4106-95/96	Public Transportation	Increase Amount $1,500,000 New Amount $2,100,000	Provide independent safety review of design, implementation and final safety certification of the Advance Train Control System Project.	Regular	08/31/97
4151-96/97	Telecommunication & Information Services	Increase Amount $100,000 New Amount $150,000	Will implement an information solution which will enhance the ability to access, analyze and share data throughout the City and County of San Francisco.	Regular	06/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6) Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 1997-98 in accordance with Charter Section A8.409-1. (File No. 0024-97-3).

Recommendation: Adopt report; certify the salary and benefits as detailed in the report; forward to the Mayor's Office for inclusion in the Fiscal Year 1997-98 budget for transmittal to the Board of Supervisors on June 1, 1997.

(7) Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0130-97-1)

Recommendation:	Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104.

(8) Salary Survey of Registered Nurse classifications (Charter Section A8.403), 1997-98. (File No. 0094-97-3)

Recommendation:	Adopt report; forward to the Board of Supervisors.

(9) Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (File No. 0014-97-6)

March 17, 1997:	Postpone to the meeting of April 21, 1997 at the request of Eric Wright.
Recommendation:	Postpone to the meeting of May 19, 1997 at the request of Eric Wright.

REGULAR AGENDA

(10) Appeals of the Department of Human Resources' rejection of applications to participate in the examination for Class 1242 Personnel Analyst. (File No. 0129-97-4)

Recommendation:	Deny the appeals of Susan Albrecht, Emily Kwan, Thuyen Phan, Guillermo Tapia, and Marva Yem. Sustain the decision of the Human Resources Director.

(11) Appeal of background rejection for Police Officer (Class Q-2) by Brian Noble. (File No. 0016-97-4)

Recommendation:	Deny the appeal of Brian Noble. Sustain the decision of the Chief of Police.

(12) Appeal of background rejection for Police Officer (Class Q-2) by Craig Griffin. (File No. 0087-97-4)

Recommendation:	Deny the appeal of Craig Griffin. Sustain the decision of the Chief of Police.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

APPEAL OF PROMOTIVE PROBATIONARY APPOINTMENT
(For Approval or Disapproval)

(13) Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (File No. 0537-96-7)

February 3, 1997:	Postpone to the meeting of March 3, 1997 at the request of Mr. Brewer.
March 3, 1997:	Postpone to the meeting of March 17, 1997 at the request of Mr. Brewer.
March 17, 1997:	Postpone to the meeting of April 7, 1997 at the request of the Public Transportation Department.
April 7, 1997	Postpone to the meeting of April 21, 1997 at the request of the Public Transportation Department.
Recommendation:	Deny appeal. Approve the separation. Reinstate to a position in the class from which appointed.

TERMINATION OF PROVISIONAL APPOINTMENT
(Future Employability Only)

(14) Determination of future employability: provisional termination for Kasiaa Thomas, Clerk Typist (Class 1424), San Francisco Airports Commission. (File No. 0020-97-7)

Recommendation:	Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Director of Human Resources after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Airports Commission.

DISMISSAL OF PERMANENT APPOINTMENT
(Future Employability Only)

(15) Determination of future employability: dismissal from permanent appointment of Richard Norris, Automotive Mechanic (Class 7381), Public Transportation Department. (File No. 0078-97-7)

Recommendation: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Public Transportation Department. Must submit satisfactory evidence of completion of a substance abuse program.

HUMAN RESOURCES DIRECTOR'S REPORT

(16) Progress report on class consolidation project.

(17) Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18.

(18) REQUESTS TO SPEAK

(19) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

7

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C. WALKER
CUTIVE OFFICER

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
April 21, 1997

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

DOCUMENTS DEPT.
APR 24 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:27 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Excused
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Present

Commissioner Clopton presided.

MINUTES

Special Meeting of April 7, 1997

Regular Meeting of April 7, 1997

Action: Approve.

25 Van Ness Avenue, Suite 720 • San Francisco, CA 94102-6033 • (415) 554-4747

0537-96-7 Appeal of promotive probationary termination of Charles Brewer, Transit Supervisor (Class 9139), Public Transportation Department. (Item No. 13)

February 3, 1997: Postpone to the meeting of March 3, 1997 at the request of Mr. Brewer.

March 3, 1997: Postpone to the meeting of March 17, 1997 at the request of Mr. Brewer.

March 17, 1997: Postpone to the meeting of April 7, 1997 at the request of the Public Transportation Department.

April 7, 1997 Postpone to the meeting of April 21, 1997 at the request of the Public Transportation Department.

Speakers:
Pro: Kin Gee, Public Transportation Department
Con: J. Patrick Heron, Attorney
Charles Brewer

Action: Deny appeal. Approve the separation. Reinstate to a position in the class from which appointed.

0014-97-6 Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (Item No. 9)

March 17, 1997: Postpone to the meeting of April 21, 1997 at the request of Eric Wright.

Speakers: None.

Action: Postpone to the meeting of May 19, 1997 at the request of Eric Wright.

0016-97-4 Appeal of background rejection for Police Officer (Class Q-2) by Brian Noble. (Item No. 11)

Speakers: None.

Action: Postpone to the meeting of May 5, 1997 at the request of Brian Noble.

0020-97-7 **Determination of future employability: provisional termination of Kasiaa Thomas, Clerk Typist (Class 1424), San Francisco Airports Commission. (Item No. 14)**

Speakers: Pro: Rafael Centeno, San Francisco Airports Commission
Richard Cooper, Airports Commission
Con: Kasiaa Thomas

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Airports Commission.

0024-97-3 **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 1997-98 in accordance with Charter Section A8.409-1. (Item No. 6)**

Speakers: None.

Action: Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.

0054-97-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
2105-96/97	Public Health	$27,000,000	Provide acute, crisis, transitional, supplemental, or semi-supervisory residential or therapeutic hospital services in a structured program available day and night, seven days a week to individuals with mental behavioral/emotional disorders.	Continuing	06/30/01
2108-96/97	Public Health	$32,000,000	Provide or coordinate the delivery of one or more of the following services: case management, day treatment, medical support, outpatient, rehabilitative, screening, and testing services to individuals suffering from mental illness.	Continuing	06/30/01
2109-96/97	Public Health	$5,000,000	Promote and provide community based mental health client services to meet the educational, rehabilitation, vacation, legal, and advocacy needs of individuals suffering from mental illness.	Continuing	06/30/01

File No. 0054-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2110-96/97	Public Health	$4,000,000	Will serve as the primary care provider to review the requests of clients with mental illness for medical care and refer the patient to specialists when determined necessary.	Continuing	06/30/01

March 17, 1997: Postpone to the meeting of April 7, 1997 at the request of the Department of Public Health.

April 7, 1997: Postpone to the meeting of April 21, 1997 at the request of the Department of Public Health.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0078-97-7 Determination of future employability: dismissal from permanent appointment of Richard Norris, Automotive Mechanic (Class 7381), Public Transportation Department. (Item No. 15)

Speakers: None.

Action: Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Public Transportation Department. Must submit satisfactory evidence of completion of a substance abuse program. (Mr. Norris failed to appear).

0087-97-4 Appeal of background rejection for Police Officer (Class Q-2) by Craig Griffin. (Item No. 12)

Speakers: None.

Action: Postpone to the meeting of May 19, 1997 at the request of the San Francisco Police Department.

0094-97-3 **Salary Survey of Registered Nurse classifications (Charter Section A8.403), 1997-98. (Item No. 8)**

Speakers: None.

Action: Postpone to the meeting of May 5, 1997 at the request of the Human Resources Department.

0128-97-8 **Review of requests for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4147-96/97	Public Works	$600,000	Provide specialized sampling and testing services for aquatic sediments involving marine and freshwater dredging projects in the San Francisco Bay Area as needed.	Regular	06/30/99
4148-96/97	Public Works	$4,000,000	Provide specialized environmental consultation services to provide rapid and cost effective resolution of environmental issues as needed.	Regular	06/30/99
4149-96/97	Public Works	$600,000	Provide specialized labor, materials and equipment suitable for performing as-needed laboratory analyses for environmental assessments purposes.	Regular	06/30/99
4150-96/97	Recreation & Parks Commission	$650,000	Provide various support services to community gardens located on City-owned property.	Regular	6/30/02
033R-94/95	Public Transportation	Increase Amount $2,000,000 New Amount $8,451,425	Provide review of signal system, contractor's moving block sign system design, system safety program, and provide implementation, testing and commissioning assistance for the Advanced Train Control System (ATCS).	Regular	07/31/97
4106-95/96	Public Transportation	Increase Amount $1,500,000 New Amount $2,100,000	Provide independent safety review of design, implementation and final safety certification of the Advance Train Control System Project.	Regular	08/31/97

File No. 0128-97-8 (cont.)

PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4151-96/97	Telecommunication & Information Services	Increase Amount $100,000 New Amount $150,000	Will implement an information solution which will enhance the ability to access, analyze and share data throughout the City and County of San Francisco.	Regular	06/30/98

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0129-97-4 **Appeals of the Department of Human Resources' rejection of applications to participate in the examination for Class 1242 Personnel Analyst. (Item No. 10)**

Speakers: None.

Action: Postpone to the meeting of May 19, 1997 by Commission action.

0130-97-1 **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 7)**

Speakers: None.

Action: Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.

HUMAN RESOURCES DIRECTOR'S REPORT (Items No. 16 & 17)

Progress report on class consolidation project.

Action: Report received; file.

Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18.

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 18)

None.

ADJOURNMENT (Item No. 19)

3:38 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
5/5/97

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

ORGE KOSTUROS
COMMISSIONER

A. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

ERT C.WALKER
CUTIVE OFFICER

AGENDA

Regular Meeting
of
May 5, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
MAY 01 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER AND ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 Van Ness Avenue, Suite 720 • San Francisco, CA 94102-6033 • (415) 554-4747

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

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H. Speaking before the Civil Service Commission

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Information on disability access

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Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sing language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

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(Chapter 67 of the San Francisco Administrative Code)

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

May 5, 1997

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) MINUTES

Special Meeting of April 21, 1997

Regular Meeting of April 21, 1997

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all item severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0157-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2117-96/97	Human Services	$133,800	Will develop and implement a family resource system for families in the Mission District to provide support services such as parenting classes, crisis intervention, and referrals.	Continuing	10/31/98
2118-96/97	Police Commission	$569,363	Provide crime prevention education on personal safety for all ages, child safety presentations in schools, and older adult personal safety presentations at meal sites and places where seniors gather.	Continuing	6/30/98
4152-96/97	Mayor's Criminal Justice Council	$60,145	Will increase recruitment and training of community-based language advocates, collaborate with other domestic violence agencies to develop a City-wide language access program, and develop multi-lingual material about domestic violence.	Regular	1/31/98
4153-96/97	Mayor's Criminal Justice Council	$75,000	Will coordinate community-based youth council to promote alternatives to youth violence in the Mission District in collaboration with youth, parents, businesses, schools, and social service providers.	Regular	4/30/98
4154-96/97	Public Health	$80,000	Provide planning and project management on Labor, Delivery, Recovery, and Postpartum Suite Close-Out; remodeling of Radiology, Cardiac Catheterization Lab, Anesthesia, and Administration Suite offices.	Regular	6/30/97
4155-96/97	Public Health	$900,000	Provide clinical and academic quality assurance activities for emergency medical services (EMS) which will be under the Fire Department beginning in July, 1997.	Regular	5/14/00
4156-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	$2,400,000	Provide professional engineering services to convert residual disinfectant from chlorine to chloramine for Hetch Hetchy, Sunol Valley Water Treatment Plant, and Harry Tracy Water Treatment Plant.	Regular	11/30/98

File No. 0157-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4157-96/97	Public Works	$1,500,000	Provide as-needed environmental project planning consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	6/30/99
4158-96/97	Public Works	$2,400,000	Provide design and oversight services on City projects involving the abatement of asbestos, lead, and other hazardous materials on property owned, operated, and/or maintained by the City and County of San Francisco.	Regular	6/30/99
4159-96/97	Recreation & Parks Commission	$500,000	Will convert moveable stands to football/baseball configuration during the football/baseball season overlap.	Regular	6/30/99
4160-96/97	Sheriff's Office	$250,000	Provide transportation of prisoners to and from counties and other states when necessary and when ordered by the court for an appearance in San Francisco Court.	Regular	6/30/99
4161-96/97	Telecommunication & Information Services	$60,000	Will install and tailor the IBM ADSM system software to conduct pilot projects to support enterprise-wide disaster recovery management for Window-NT, Sun Solaris, Netware, and OS2 platforms, using disk-storage on mainframe.	Regular	6/30/98
4162-96/97	Telecommunication & Information Services	$150,000	Will assist with the development of computer software for the Integrated Property Assessor, Controller, and Tax Collector (INPACT) system, on an IBM AS/400 minicomputer.	Regular	6/30/98
4000-95/96	Airports Commission	Increase Amount $650,000 New Amount $1,875,000	Perform planning, traffic engineering services, and design specifications during the implementation of the Automatic Vehicle Identification system.	Regular	12/31/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(5) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0130-91-7)**

April 21, 1997	Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.
Recommendation:	Adopt report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104.

(6) **Salary Survey of Registered Nurse classifications (Charter Section A8.403) 1997-98. (File No. 0094-97-3)**

April 21, 1997	Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.
Recommendation:	Adopt report. Forward to the Board of Supervisors.

(7) **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 1997-98 in accordance with Charter Section A8.409-1. (File No. 0024-97-3)**

April 21, 1997	Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.
Recommendation:	Adopt report. Certify the salary and benefits as detailed in the report; forward to the Mayor's Office for inclusion in the Fiscal Year 1997-98 budget for transmittal to the Board of Supervisors on June 1, 1997.

REGULAR AGENDA

(8) **Appeal of background rejection for Police Officer (Class Q-2) by Brian Noble. (File No. 0016-97-4)**

April 21, 1997	Postpone to the meeting of May 5, 1997 at the request of Brian Noble.
Recommendation:	Deny the appeal of Brian Noble. Sustain the decision of the Chief of Police.

(9) **Appeals of proposed classification actions allocating eight positions to Class 1632 Senior Account Clerk in the Treasurer/Tax Collector's Office and exception to the order of layoff for positions budgeted in Class 1632 Senior Account Clerk. (File No. 0158-97-5)**

Recommendation: Adopt report. Deny the appeals of Lily Chan, Nancy Chan, Yi-Hua Huang, Lillian Khan, Pauline Liang, Misha Mar, Margaret Men, Tony Tan and Diane Trinh. Sustain the action of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

TERMINATION OF PROVISIONAL APPOINTMENT

(Future Employability Only)

(10) **Determination of future employability: provisional termination for Nataliya Kasumova, Medical Evaluations Assistant (Class 2430), Department of Public Health. (File No. 0158-97-7)**

Recommendation: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County Service.

HUMAN RESOURCES DIRECTOR'S REPORT

(11) Quarterly monitoring report on expanded certifications.

(12) REQUESTS TO SPEAK

(13) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

REN CLOPTON
PRESIDENT

DRIENNE PON
CE PRESIDENT

GE KOSTUROS
OMMISSIONER

EE MUNSON
OMMISSIONER

JUAN RIOS
OMMISSIONER

T C.WALKER
TIVE OFFICER

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
May 5, 1997

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

DOCUMENTS DEPT.
MAY 15 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

This meeting was cancelled due to a lack of a quorum; all items of business postponed to a future meeting.

MINUTES

Special Meeting of April 21, 1997

Regular Meeting of April 21, 1997

Action: Postpone to the meeting of May 19, 1997.

0424-96-5 **Appeals of proposed classification actions allocating eight positions to Class 1632 Senior Account Clerk in the Treasurer/Tax Collector's Office and exception to the order of layoff for positions budgeted in Class 1632 Senior Account Clerk. (Item No. 9)**

Action: Postpone to the meeting of May 19, 1997 at the request of Local 790.

0521-96-7 **Determination of future employability: provisional termination for Nataliya Kasumova, Medical Evaluations Assistant (Class 2430), Department of Public Health. (Item No. 10)**

Action: Postpone to the meeting of May 19, 1997.

0016-97-4 **Appeal of background rejection for Police Officer (Class Q-2) by Brian Noble. (Item No. 8)**

April 21, 1997: Postpone to the meeting of May 5, 1997 at the request of Brian Noble.

Action: Postpone to the meeting of June 2, 1997.

0024-97-3 **Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 1997-98 in accordance with Charter Section A8.409-1. (Item No. 7)**

April 21, 1997: Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.

Action: Postpone to the meeting of May 19, 1997.

0094-97-3 **Salary Survey of Registered Nurse classifications (Charter Section A8.403) 1997-98. (Item No. 6)**

April 21, 1997: Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.

Action: Postpone to the meeting of May 19, 1997.

0130-97-7 **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 5)**

April 21, 1997: Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.

Action: Postpone to the meeting of May 19, 1997.

0157-97-8 **Review of requests for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2117-96/97	Human Services	$133,800	Will develop and implement a family resource system for families in the Mission District to provide support services such as parenting classes, crisis intervention, and referrals.	Continuing	10/31/98
2118-96/97	Police Commission	$569,363	Provide crime prevention education on personal safety for all ages, child safety presentations in schools, and older adult personal safety presentations at meal sites and places where seniors gather.	Continuing	6/30/98
4152-96/97	Mayor's Criminal Justice Council	$60,145	Will increase recruitment and training of community-based language advocates, collaborate with other domestic violence agencies to develop a City-wide language access program, and develop multi-lingual material about domestic violence.	Regular	1/31/98
4153-96/97	Mayor's Criminal Justice Council	$75,000	Will coordinate community-based youth council to promote alternatives to youth violence in the Mission District in collaboration with youth, parents, businesses, schools, and social service providers.	Regular	4/30/98
4154-96/97	Public Health	$80,000	Provide planning and project management on Labor, Delivery, Recovery, and Postpartum Suite Close-Out; remodeling of Radiology, Cardiac Catheterization Lab, Anesthesia, and Administration Suite offices.	Regular	6/30/97

Item No. 0157-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4155-96/97	Public Health	$900,000	Provide clinical and academic quality assurance activities for emergency medical services (EMS) which will be under the Fire Department beginning in July, 1997.	Regular	5/14/00
4156-96/97	Public Utilities Commission (Hetch Hetchy & Bureaus)	$2,400,000	Provide professional engineering services to convert residual disinfectant from chlorine to chloramine for Hetch Hetchy, Sunol Valley Water Treatment Plant, and Harry Tracy Water Treatment Plant.	Regular	11/30/98
4157-96/97	Public Works	$1,500,000	Provide as-needed environmental project planning consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	6/30/99
4158-96/97	Public Works	$2,400,000	Provide design and oversight services on City projects involving the abatement of asbestos, lead, and other hazardous materials on property owned, operated, and/or maintained by the City and County of San Francisco.	Regular	6/30/99
4159-96/97	Recreation & Parks Commission	$500,000	Will convert moveable stands to football/baseball configuration during the football/baseball season overlap.	Regular	6/30/99
4160-96/97	Sheriff's Office	$250,000	Provide transportation of prisoners to and from counties and other states when necessary and when ordered by the court for an appearance in San Francisco Court.	Regular	6/30/99
4161-96/97	Telecommunication & Information Services	$60,000	Will install and tailor the IBM ADSM system software to conduct pilot projects to support enterprise-wide disaster recovery management for Window-NT, Sun Solaris, Netware, and OS2 platforms, using disk-storage on mainframe.	Regular	6/30/98

Item No. 0157-97-8 (cont.)					
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4162-96/97	Telecommunication & Information Services	$150,000	Will assist with the development of computer software for the Integrated Property Assessor, Controller, and Tax Collector (INPACT) system, on an IBM AS/400 minicomputer.	Regular	6/30/98
4000-95/96	Airports Commission	Increase Amount $650,000 New Amount $1,875,000	Perform planning, traffic engineering services, and design specifications during the implementation of the Automatic Vehicle Identification system.	Regular	12/31/00

Action: Postpone to the meeting of May 19, 1997.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 11)

Quarterly monitoring report on expanded certifications.

Action: Postpone to the meeting of May 19, 1997.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
5/19/97

AREN CLOPTON
PRESIDENT

ADRIENNE PON
ICE PRESIDENT

RGE KOSTUROS
COMMISSIONER

LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

RT C. WALKER
UTIVE OFFICER

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

AGENDA

Regular Meeting
of
May 19, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

DOCUMENTS DEPT.
MAY 15 1997
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER AND ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 Van Ness Avenue, Suite 720 • San Francisco, CA 94102-6033 • (415) 554-4747

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda.*
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Cent located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sig language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sun Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

May 19, 1997

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) MINUTES

Special Meeting of April 21, 1997.

Regular Meeting of April 21, 1997.

Regular Meeting of May 5, 1997.

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of requests for approval of proposed personal services contracts. (File No. 0157-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2117-96/97	Human Services	$133,800	Will develop and implement a family resource system for families in the Mission District to provide support services such as parenting classes, crisis intervention and referrals.	Continuing	10/31/98
2118-96/97	Police Commission	$569,363	Provide crime prevention education on personal safety for all ages, child safety presentations in schools, older adult personal safety presentations at meal sites and places where seniors gather.	Continuing	06/30/98
4152-96/97	Mayor's Criminal Justice Council	$60,145	Will increase recruitment and training of community -based language advocates, collaborate with other domestic violence agencies to develop a city-wide language access program, and develop multi-lingual material about domestic violence.	Regular	01/31/98
4153-96/97	Mayor's Criminal Justice Council	$75,000	Will coordinate community-based youth council to promote alternatives to youth violence in the Mission District in collaboration with youth, parents, businesses, schools, and social service providers.	Regular	04/30/98
4154-96/97	Public Health	$80,000	Provide planning and project management on Labor, Delivery, Recovery, and Postpartum Suite Close-out; remodeling of Radiology, Cardiac Catheterization Lab, Anesthesia, and Administration Suite Offices.	Regular	06/30/97
4155-96/97	Public Health	$900,000	Provide clinical and academic quality assurance activities for emergency medical services (EMS) which will be under the Fire Department beginning in July, 1997.	Regular	05/14/00
4156-96/97	Public Utilities Commission	$2,400,000	Provide professional engineering services to convert residual disinfectant from chlorine to chloramine for Hetch Hetchy, Sunol Valley Water Treatment Plant, and Harry Tracy Water Treatment Plant.	Regular	11/30/98
4157-96/97	Public Works	$1,500,000	Provide as-needed environmental project planning consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	06/30/99

File No. 0157-97-8 (continued)

PCS #	Department	Amount	Type of Service	Type of Approval	Duration
4158-96/97	Public Works	$2,400,000	Provide design and oversight services on City projects involving the abatement of asbestos, lead, and other hazardous materials on property owned, operated, and/or maintained by the City and County of San Francisco.	Regular	06/30/99
4159-96/97	Recreation & Parks Commission	$500,000	Will convert moveable stands to football/baseball configuration during the football/baseball season overlap.	Regular	06/30/99
4160-96/97	Sheriff's Office	$250,000	Provide transportation of prisoners to and from counties and other states when necessary and when ordered by the court for an appearance in San Francisco Court.	Regular	06/30/99
4161-96/97	Telecommunication & Information Services	$60,000	Will install and tailor the IBM ADSM system software to conduct pilot projects to support enterprise-wide disaster recovery management for Window-NT, Sun Solaris, NetWare, and OS2 platforms, using disk-storage on mainframe.	Regular	06/30/98
4162-96/97	Telecommunication & Information Services	$150,000	Will assist with the development of computer software for the Integrated Property Assessor, Controller, Tax Collector (INPACT) system, on an IBM AS/400 minicomputer.	Regular	06/30/98
4000-95/96	Airports Commission	Increase Amount $650,000 New Amount $1,875,000	Perform planning, traffic engineering services, and design specifications during the implementation of the Automatic Vehicle Identification system.	Regular	12/31/00

May 5, 1997:	Postpone to the meeting of May 19, 1997.
Recommendation:	Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0184-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2119-96/97	Mayor's Office of Children, Youth & Family	$750,000	Provide production and distribution of unitized meals to the children and youth enrolled in the 1997 Summer Food Service Program.	Continuing	08/30/97
2120-96/97	Mayor's Office of Children, Youth & Family	$592,885	Provide production and distribution of unitized meals to the children and youth enrolled in the 1996 Summer Food Service Program.	Continuing	08/23/96
4163-96/97	Airports Commission	$268,000	Provide baggage handling services for passengers arriving by ground transportation vehicles at the terminal center islands and curbside.	Regular	05/31/98
4164-96/97	Human Resources	$54,400	Provide actuarial services to Health Service System.	Regular	06/30/98
4165-96/97	Human Resources	$340,000	Provide hospital utilization review services for inpatient admissions, individual case management Outpatient Service Program, Hospital Bill Audit, Select Medical Claims Review, and administration services under City Health Plan.	Regular	06/30/98
4107-96/97	Port	Increase Amount $100,000 New Amount $240,000	Provide marine engineering services for the design of a sixty (60) berth fishing marina at Hyde Street Harbor.	Regular	01/01/98
4166-96/97	Airports Commission	Increase Amount $228,400 New Amount $275,800	Provide project management, technical assistance and advice during the systems implementation process of the Airport integrated business management system that utilizes an off-the-shelf software, called AMS (Airport Management System).	Regular	12/31/97
4167-96/97	City Administrator's Office	Increase Amount $21,000 New Amount $80,000	Will continue to administer the Used Oil Block Grant which was awarded by the California Integrated Waste Management Board (CIWMB).	Regular	12/30/97
739-92/93	Public Utilities Commission	Increase Amount $40,000 New Amount $1,115,000	Lobbyists in Washington, D.C. representing the City before federal legislative, administrative and regulatory agencies on matters concerning water supply, waste water treatment, and energy.	Regular	09/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6) Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0130-97-1)

April 21, 1997:	Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.
May 5, 1997:	Postpone to the meeting of May 19, 1997.
Recommendation:	Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104.

(7) Salary Survey of Registered Nurse classifications (Charter Section A8.403), 1997-98. (File No. 0094-97-3)

April 21, 1997:	Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.
May 5, 1997:	Postpone to the meeting of May 19, 1997.
Recommendation:	Adopt report. Forward to the Board of Supervisors.

(8) Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 1997-98 in accordance with Charter Section A8.409-1. (File No. 0024-97-3)

April 21, 1997:	Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.
May 5, 1997:	Postpone to the meeting of May 19, 1997.
Recommendation:	Adopt report. Certify the salary and benefits as detailed in the report; forward to the Mayor's Office for inclusion in the Fiscal Year 1997-98 budget for transmittal to the Board of Supervisors on June 1, 1997.

(9) **Appeal of background rejection for Police Officer (Class Q-2) by Brian Noble. (File No. 0016-97-4)**

April 21, 1997:	Postpone to the meeting of May 5, 1997 at the request of Mr. Noble.
May 5, 1997:	Postpone to the meeting of May 19, 1997.
Recommendation:	Postpone to the meeting of June 2, 1997 at the request of San Francisco Police Department.

(10) **Appeal of Automatic Resignation for Gene Torres, Tree Topper (Class 3434), Department of Public Works. (File No. 0115-97-7)**

Recommendation:	Postpone to the meeting of June 16, 1997 at the request of Local 261.

(11) **Appeal of background rejection for Police Officer (Class Q-2) by Craig Griffin. (File No. 0087-97-4)**

April 21, 1997:	Postpone to the meeting of May 19, 1997 at the request of the San Francisco Police Department.
Recommendation:	Postpone to the meeting of June 2, 1997 at the request of the San Francisco Police Department.

(12) **Determination of future employability: provisional termination for Nataliya Kasumova, Medical Evaluations Assistant (Class 2430), Department of Public Health. (File No. 0521-96-7)**

May 5, 1997:	Postpone to the meeting of May 19, 1997.
Recommendation:	Postpone to the meeting of June 2, 1997 at the request of the Department of Public Health.

REGULAR AGENDA

(13) Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (File No. 0014-97-6)

March 17, 1997:	Postpone to the meeting of April 21, 1997 at the request of Mr. Wright.
April 21, 1997:	Postpone to the meeting of May 19, 1997 at the request of Mr. Wright.
Recommendation:	Deny the appeal of Eric Wright. Sustain the decision of the Human Resources Director.

(14) Appeals of the Department of Human Resources' rejection of applications to participate in the examination for Class 1242 Personnel Analyst. (File No. 0052-97-4)

April 21, 1997:	Postpone to the meeting of May 19, 1997 by Commission action.
Recommendation:	Deny the appeals of Susan Albrecht, Emily Kwan, Thuyen Phan, Guillermo Tapia, and Marva Yem. Sustain the decision of the Human Resources Director.

(15) Appeals of proposed classification actions allocating eight positions to Class 1632 Senior Account Clerk in the Treasurer/Tax Collector's Office and exception to the order of layoff for positions budgeted in Class 1632 Senior Account Clerk. (File No. 0052-97-4)

May 5, 1997:	Postpone to the meeting of May 19, 1997 at the request of Local 790.
Recommendation:	Deny the appeals of Lily Chan, Nancy Chan, Yi-Hua Huang, Lillian Khan, Pauline Liang, Misha Mar, Margaret Men, Tony Tan, and Diane Trinh. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

DISMISSAL OF PERMANENT APPOINTMENT
(Future Employability Only)

(16) **Determination of future employability: permanent appointment for Yamileth Tabios, Senior Eligibility Worker (Class 2905), Department of Human Services. (File No. 0191-96-7)**

Recommendation of the Department of Human Services:

No future employment with the City and County of San Francisco.

(17) **Determination of future employability: permanent appointment for David Haver, Automotive Machinist (Class 7313), Public Transportation Department. (File No. 0127-97-7)**

Recommendation of the Public Transporation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(18) Quarterly monitoring report by the Department of Human Resources on expanded certifications, December 14, 1996 to March 13, 1997.

May 5, 1997: Postpone to the meeting of May 19, 1997.

(19) Progress report on class consolidation project.

(20) Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18.

(21) REQUESTS TO SPEAK

(22) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

9/97

KAREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

RGE KOSTUROS
COMMISSIONER

. LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

RT C. WALKER
UTIVE OFFICER

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
May 19, 1997
2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

DOCUMENTS DEPT.
MAY 27 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:23 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Clopton presided.

MINUTES

Special Meeting of April 21, 1997.

Regular Meeting of April 21, 1997.

Regular Meeting of May 5, 1997.

Action: Approve.

0191-96-7 **Determination of future employability: dismissal of Yamileth Tabios, Senior Eligibility Worker (Class 2905), Department of Human Services. (Item No. 16)**

Speakers: Pro: Mary Smith, DHS
Tom Conrow, DHS
Con: Yamileth Tabios

Action: No future employment with the Department of Human Services (as recommended by the Department of Human Services).

0521-96-7 **Determination of future employability: provisional termination of Nataliya Kasumova, Medical Evaluations Assistant (Class 2430), Department of Public Health. (Item No. 12)**

May 5, 1997: Postpone to the meeting of May 19, 1997.

Action: Postpone to the meeting of June 2, 1997 at the request of the Department of Public Health.

0014-97-6 **Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (Item No. 13)**

March 17, 1997: Postpone to the meeting of April 21, 1997 at the request of Mr. Wright.

April 21, 1997: Postpone to the meeting of May 19, 1997 at the request of Mr. Wright.

Action: Postpone to the meeting of June 16, 1997 at the request of the Human Resources Director.

0016-97-4	**Appeal of background rejection for Police Officer (Class Q-2) by Brian Noble. (Item No. 9)**	
	April 21, 1997:	Postpone to the meeting of May 5, 1997 at the request of Mr. Noble.
	May 5, 1997:	Postpone to the meeting of May 19, 1997.
	Action:	Postpone to the meeting of June 2, 1997 at the request of San Francisco Police Department.
0024-97-3	**Certification of Salary and Benefits of Elected Officials of the City and County of San Francisco for Fiscal Year 1997-98 in accordance with Charter Section A8.409-1. (Item No. 8)**	
	April 21, 1997:	Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.
	May 5, 1997:	Postpone to the meeting of May 19, 1997.
	Action:	Except for members of the Board of Supervisors, effective July 1, 1997, salary for elected officials to be increased by 1.25% cost-of-living adjustment. In addition, extend to elected officials, except members of the Board of Supervisors, all benefits granted by the contract between the Municipal Executives Association and the City and County of San Francisco including full retirement pick up of an additional approximate 2.5% and increased contribution to the Management Compensation Package to $225 monthly ($2700 annually). Total increase compensation adjustment increase of 3.75%. Members of the Board of Supervisors continue to receive individual health and dental coverage only.

0052-97-4 Appeals of proposed classification actions allocating eight positions to Class 1632 Senior Account Clerk in the Treasurer/Tax Collector's Office and exception to the order of layoff for positions budgeted in Class 1632 Senior Account Clerk. (Item No. 15)

May 5, 1997: Postpone to the meeting of May 19, 1997 at the request of Local 790.

Speakers:
Pro: Stephanie Mischak-Lyons
Con: Richard Sullivan, Tax Collector
Frank Martin Del Campo, Local 790

Action: Postpone pending completion of discussions between the Tax Collector and Human Resources Director. The Human Resources Director will notify the Executive Officer following these discussions to either recalendar this matter or to place it off calendar.

0094-97-3 Salary Survey of Registered Nurse classifications (Charter Section A8.403), 1997-98. (Item No. (7)

April 21, 1997: Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.

May 5, 1997: Postpone to the meeting of May 19, 1997.

Action: Adopt report. Forward to the Board of Supervisors.

0087-97-4 Appeal of background rejection for Police Officer (Class Q-2) by Craig Griffin. (Item No. 11)

April 21, 1997: Postpone to the meeting of May 19, 1997 at the request of the San Francisco Police Department.

Action: Postpone to the meeting of June 2, 1997 at the request of the San Francisco Police Department.

0115-97-7 **Appeal of Automatic Resignation for Gene Torres, Tree Topper (Class 3434), Department of Public Works. (Item No. 10)**

Action: Postpone to the meeting of June 16, 1997 at the request of Local 261.

0127-97-7 **Determination of future employability: dismissal of David Haver, Automotive Machinist (Class 7313), Public Transportation Department. (Item No. 17)**

Action: Postpone to the meeting of June 2, 1997 at the request of the Public Transportation Department.

0129-97-4 **Appeals of the Department of Human Resources' rejection of applications to participate in the examination for Class 1242 Personnel Analyst. (Item No. 14)**

April 21, 1997: Postpone to the meeting of May 19, 1997 by Commission action.

Speakers: Sylvia Courtney, Attorney

Action: Postpone to the meeting of June 2, 1997 at the request of Ms. Sylvia Courtney representing Ms. Susan Albrecht.

0130-97-1 **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No 6.)**

April 21, 1997: Postpone to the meeting of May 5, 1997 at the request of the Human Resources Director.

May 5, 1997: Postpone to the meeting of May 19, 1997.

Action: Adopt Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Section 10.104.

0157-97-8 Review of requests for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2117-96/97	Human Services	$133,800	Will develop and implement a family resource system for families in the Mission District to provide support services such as parenting classes, crisis intervention and referrals.	Continuing	10/31/98
2118-96/97	Police Commission	$569,363	Provide crime prevention education on personal safety for all ages, child safety presentations in schools, older adult personal safety presentations at meal sites and places where seniors gather.	Continuing	06/30/98
4152-96/97	Mayor's Criminal Justice Council	$60,145	Will increase recruitment and training of community -based language advocates, collaborate with other domestic violence agencies to develop a city-wide language access program, and develop multi-lingual material about domestic violence.	Regular	01/31/98
4153-96/97	Mayor's Criminal Justice Council	$75,000	Will coordinate community-based youth council to promote alternatives to youth violence in the Mission District in collaboration with youth, parents, businesses, schools, and social service providers.	Regular	04/30/98
4154-96/97	Public Health	$80,000	Provide planning and project management on Labor, Delivery, Recovery, and Postpartum Suite Close-out; remodeling of Radiology, Cardiac Catheterization Lab, Anesthesia, and Administration Suite Offices.	Regular	06/30/97
4155-96/97	Public Health	$900,000	Provide clinical and academic quality assurance activities for emergency medical services (EMS) which will be under the Fire Department beginning in July, 1997.	Regular	05/14/00
4156-96/97	Public Utilities Commission	$2,400,000	Provide professional engineering services to convert residual disinfectant from chlorine to chloramine for Hetch Hetchy, Sunol Valley Water Treatment Plant, and Harry Tracy Water Treatment Plant.	Regular	11/30/98

4157-96/97	Public Works	$1,500,000	Provide as-needed environmental project planning consultation services prior to California Environmental Quality Act (CEQA) and commencement of construction projects.	Regular	06/30/99
4158-96/97	Public Works	$2,400,000	Provide design and oversight services on City projects involving the abatement of asbestos, lead, and other hazardous materials on property owned, operated, and/or maintained by the City and County of San Francisco.	Regular	06/30/99
4159-96/97	Recreation & Parks Commission	$500,000	Will convert moveable stands to football/baseball configuration during the football/baseball season overlap.	Regular	06/30/99
4160-96/97	Sheriff's Office	$250,000	Provide transportation of prisoners to and from counties and other states when necessary and when ordered by the court for an appearance in San Francisco Court.	Regular	06/30/99
4161-96/97	Telecommunication & Information Services	$60,000	Will install and tailor the IBM ADSM system software to conduct pilot projects to support enterprise-wide disaster recovery management for Window-NT, Sun Solaris, NetWare, and OS2 platforms, using disk-storage on mainframe.	Regular	06/30/98
4162-96/97	Telecommunication & Information Services	$150,000	Will assist with the development of computer software for the Integrated Property Assessor, Controller, Tax Collector (INPACT) system, on an IBM AS/400 minicomputer.	Regular	06/30/98
4000-95/96	Airports Commission	Increase Amount $650,000 New Amount $1,875,000	Perform planning, traffic engineering services, and design specifications during the implementation of the Automatic Vehicle Identification system.	Regular	12/31/00

May 5, 1997: Postpone to the meeting of May 19, 1997.

Speaker: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0184-97-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2119-96/97	Mayor's Office of Children, Youth & Family	$750,000	Provide production and distribution of unitized meals to the children and youth enrolled in the 1997 Summer Food Service Program.	Continuing	08/30/97
2120-96/97	Mayor's Office of Children, Youth & Family	$592,885	Provide production and distribution of unitized meals to the children and youth enrolled in the 1996 Summer Food Service Program.	Continuing	08/23/96
4163-96/97	Airports Commission	$268,000	Provide baggage handling services for passengers arriving by ground transportation vehicles at the terminal center islands and curbside.	Regular	05/31/98
4164-96/97	Human Resources	$54,400	Provide actuarial services to Health Service System.	Regular	06/30/98
4165-96/97	Human Resources	$340,000	Provide hospital utilization review services for inpatient admissions, individual case management Outpatient Service Program, Hospital Bill Audit, Select Medical Claims Review, and administration services under City Health Plan.	Regular	06/30/98
4107-96/97	Port	Increase Amount $100,000 New Amount $240,000	Provide marine engineering services for the design of a sixty (60) berth fishing marina at Hyde Street Harbor.	Regular	01/01/98
4166-96/97	Airports Commission	Increase Amount $228,400 New Amount $275,800	Provide project management, technical assistance and advice during the systems implementation process of the Airport integrated business management system that utilizes an off-the-shelf software, called AMS (Airport Management System).	Regular	12/31/97
4167-96/97	City Administrator's Office	Increase Amount $21,000 New Amount $80,000	Will continue to administer the Used Oil Block Grant which was awarded by the California Integrated Waste Management Board (CIWMB).	Regular	12/30/97
739-92/93	Public Utilities Commission	Increase Amount $40,000 New Amount $1,115,000	Lobbyists in Washington, D.C. representing the City before federal legislative, administrative and regulatory agencies on matters concerning water supply, waste water treatment, and energy.	Regular	09/30/98

Speaker: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

HUMAN RESOURCES DIRECTOR'S REPORT (Items No. 18, 19, & 20))

Quarterly monitoring report by the Department of Human Resources on expanded certifications, December 14, 1996 to March 13, 1997.

May 5, 1997: Postpone to the meeting of May 19, 1997.

Action: Report received; file.

Progress report on class consolidation project.

Action: Report received; file.

Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18.

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 21)

1. Barbara Thomson, San Francisco citizen expressed her concern about the lack of performance evaluations of Parking Control Officers in the Department of Parking and Traffic.

2. Alexis Raybourn, Marriage and Family Therapist, expressed concern about including Class 2930 Psychiatric Social Worker and Class 2932 Senior Psychiatric Social Worker in the new classes being contemplated for Marriage, Family and Child Counselors.

ADJOURNMENT (Item No. 22)

3:34 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
6/2/97

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

AREN CLOPTON
PRESIDENT

ADRIENNE PON
VICE PRESIDENT

RGE KOSTUROS
COMMISSIONER

LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

RT C. WALKER
UTIVE OFFICER

AGENDA

Regular Meeting
of
June 2, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

DOCUMENTS DEPT.
MAY 29 1997
SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.

CALL TO ORDER AND ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commissi meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. F matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commissi meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identi themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" secti is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless t Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. Howev meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Cent located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downto Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more informati about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjac to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetin for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American si language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternati formats of the agenda and minutes, please contact the Commission office to make arrangements for t accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilit should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist t City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees m be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordina assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunsh Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 2, 1997
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) MINUTES

Special Meeting of May 19, 1997 (12 Noon).

Special Meeting of May 19, 1997 (1:00 p.m.).

Regular Meeting of May 19, 1997.

(3) ELECTION OF OFFICERS

Postpone to the Meeting of June 16, 1997.

(4) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of requests for approval of proposed personal services contracts. (File No. 0196-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2121-96/97	Commission on Aging	$8,000	Provide relief to caregivers of frail elders or functionally impaired adults; to recruit and screen providers; and to match respite providers to clients.	Continuing	6/30/98
2122-96/97	Commission on Aging	$59,375	Will provide a maximum of 3,397 days of attendance; 6 hours of in-service training; 5 hours of professional service training; 2 hours of community education; and 36 hours of family support group training.	Continuing	06/30/98
2123-96/97	Public Health	$200,000	Provide credentialing verification services that meet the National Committee of Quality Assurance (NCQA) standards.	Continuing	06/30/01
2124-96/97	Public Health	$24,000,000	Provide methadone maintenance and substance abuse detoxification for persons addicted to opiates and/or other controlled substances.	Continuing	06/30/01
2125-96/97	Public Health	$24,000,000	Provide substance abuse prevention, intervention, support, case management and ancillary services.	Continuing	06/30/01
4168-96/97	Art Commission	$800,000	Will perform concerts at Davies Symphony Hall and a free concert at Sharon Meadow in Golden Gate Park.	Regular	08/01/97
4169-96/97	Human Services	$231,472	Provide technical support in implementation of state computerized management system including developing navigation guide, assisting with security templates, and technical assistance in converting existing data to CWS/CMS database	Regular	12/31/97
4170-96/97	Public Health	$5,000,000	Provide substance abuse intake, assessment, referral and case management services for, and evaluation of, the federal Target Cities Project.	Regular	09/30/99

File No. 0157-97-8 (continued)

PCS #	Department	Amount	Type of Service	Type of Approval	Duration
4171-96/97	Public Works	$1,000,000	Provide specialized construction management support services comprised of scheduling analyses utilizing the Primavera Project Planner for Windows format	Regular	06/30/00

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6) **Request for approval to conduct a "Promotive Only" examination for Stationary Engineer, Water Treatment Plant (Class 7341) for two Apprentice Stationary Engineers; Water Treatment Plant. (File No. 0173-97-4)**

Recommendation: Adopt Human Resources Director's report. Approve request to conduct a "promotive only" examination for Stationary Engineer (Class 7341).

(7) **Request for approval to make certain exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-imposed limitation. (File No. 0197-97-1)**

Recommendation: Adopt Human Resources Director's report. Approve request to make the exempt appointments specified in the report under Charter Section 10.10-1 through 10.104-12.

(8) **Request for authorization by the Human Resources Director to determine "promotive only" examinations, subject to appeal to the Civil Service Commission. (File No. 0198-97-4)**

Recommendation: Approve the Human Resources Director's request. Authorize the Human Resources Director to determine "promotive only" examinations.

REGULAR AGENDA

(9) **Appeal of background rejection for Police Officer (Class Q-2) by Brian Noble. (File No. 0016-97-4)**

April 21, 1997:	Postpone to the meeting of May 5, 1997 at the request of Mr. Noble.
May 5, 1997:	Postpone to the meeting of May 19, 1997.
May 19, 1997	Postpone to the meeting of June 2, 1997 at the request of San Francisco Police Department.
Recommendation:	Adopt report. Deny appeal. Sustain the decision of the Chief of Police.

(10) **Appeal of background rejection for Police Officer (Class Q-2) by Craig Griffin. (File No. 0087-97-4)**

April 21, 1997:	Postpone to the meeting of May 19, 1997 at the request of the San Francisco Police Department.
May 19, 1997	Postpone to the meeting of June 2, 1997 at the request of the San Francisco Police Department.
Recommendation:	Adopt report. Deny appeal. Sustain the decision of the Chief of Police.

(11) **Appeals of the Department of Human Resources' rejection of applications to participate in the examination for Personnel Analyst (Class 1242). (File No. 0129-97-4)**

April 21, 1997:	Postpone to the meeting of May 19, 1997 by Commission action.
May 19, 1997:	Postpone to the meeting of June 2, 1997 at the request of Ms. Sylvia Courtney representing Ms. Susan Albrecht.
Recommendation:	Adopt report. Deny the appeals of Susan Albrecht, Emily Kwan, Thuyen Phan, Guillermo Tapia, and Marva Yem. Sustain the decision of the Human Resources Director.

(12) **Appeal of the Human Resources Director's decision to deny request of Gail Hemenway for status rights to Senior Administrative Analyst (Class 1823). (File No. 0345-96-5)**

Recommendation:	Adopt report. Deny appeal. Sustain the Human Resources Director's decision.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Plelase respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(13) **Determination of future employability: dismissal of David Haver, Automotive Machinist (Class 7313), Public Transportation Department. (File No. 0127-97-7)**

May 19, 1997: Postpone to the meeting of June 2,1997.

Recommendation of the Public Transportation Department:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

(14) **Determination of future employability: termination of entrance probationary appointment of Phillip Andrew Cline, Associate Auditor (Class 1684),Controller. (File No. 0168-97-7)**

Recommendation of the Controller:

Cancel all current examination and eligibility status. No future employment in any position covered by the San Francisco Civil Service System.

(15) **Determination of future employability: termination of provisional appointment of Nataliya Kasumova, Medical Evaluations Assistant (Class 2430), Department of Public Health. (File No. 0521-96-7)**

May 5, 1997: Postpone to the meeting of May 19, 1997.

May 19, 1997 Postpone to the meeting of June 2, 1997 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County Service prior to re-employment.

(16) **Determination of future employability: dismissal of Salvador Mira, Cashier (Class 4320), Department of Public Health. (File No. 0108-97-7)**

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service. No future employment with the Department of Public Health.

(17) **Determination of future employability: dismissal of Angela Thomas, Health Worker II (Class 2586), Department of Public Health. (File No. 0118-97-7)**

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service. No future employment with the Department of Public Health.

(18) **Determination of future employability: dismissal of Patricia Harrison, Senior Eligibility Worker (Class 2905), Department of Human Services. (File No. 0172-97-7)**

Recommendation of the Department of Human Services:

Cancel all current examination and eligibility status. No future employment in any position covered by the San Francisco Civil Service System.

(19) **Determination of future employability: dismissal of Marguerite Grier, Senior Eligibility Worker (Class 2905), Department of Human Services. (File No. 0160-97-7)**

Recommendation of the Department of Human Services:

Cancel all current examination and eligibility status. No future employment in any position covered by the San Francisco Civil Service System.

(20) **REQUESTS TO SPEAK**

(21) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

AREN CLOPTON
PRESIDENT

ADRIENNE PON
ICE PRESIDENT

RGE KOSTUROS
COMMISSIONER

LEE MUNSON
COMMISSIONER

JUAN RIOS
COMMISSIONER

RT C.WALKER
UTIVE OFFICER

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
June 2, 1997

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

CALL TO ORDER

2:49 p.m.

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JUN 05 1997
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PUBLIC LIBRARY

COMMISSION ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Excused
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Clopton presided.

MINUTES

Special Meeting of May 19, 1997 (12 Noon)

Special Meeting of May 19, 1997 (1:00 p.m.)

Regular Meeting of May 19, 1997

Action: Approve.

ELECTION OF OFFICERS

Action: Postpone to the meeting of June 16, 1997.

0345-96-5 Appeal of the Human Resources Director's decision to deny the request of Gail Hemenway for status rights to Senior Administrative Analyst (Class 1823). (Item No. 12)

Speakers: Pro: Vernon Nulph, Department of Human Resources
Candy Huerlin, Department of Human Resources
Con: Gail Hemenway

Action: Adopt report. Deny appeal. Sustain the Human Resources Director's decision.

0521-96-7 Determination of future employability: termination of provisional appointment of Nataliya Kasumova, Medical Evaluations Assistant (Class 2430), Department of Public Health. (Item No. 15)

May 5, 1997: Postpone to the meeting of May 19, 1997.

May 19, 1997: Postpone to the meeting of June 2, 1997 at the request of the Department of Public Health.

Speakers: None

Action: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year of work experience outside the City and County Service prior to re-employment. (Ms. Kasumova failed to appear).

0016-97-4 Appeal of background rejection for Police Officer (Class Q-2) by Brian Noble. (Item No. 9)

April 21, 1997: Postpone to the meeting of May 5, 1997 at the request of Mr. Noble.

May 5, 1997: Postpone to the meeting of May 19, 1997.

May 19, 1997: Postpone to the meeting of June 2, 1997 at the request of San Francisco Police Department.

Speakers: None

Action: Adopt report. Deny appeal. Sustain the decision of the Chief of Police. (Mr. Noble failed to appear).

0087-97-4 Appeal of background rejection for Police Officer (Class Q-2) by Craig Griffin. (Item No. 10)

April 21, 1997:	Postpone to the meeting of May 19, 1997 at the request of the San Francisco Police Department.
May 19, 1997:	Postpone to the meeting of June 2, 1997 at the request of the San Francisco Police Department.
Speakers:	None
Action:	Postpone to the meeting of June 16, 1997 at the request of Mr. Griffin.

0108-97-7 Determination of future employability: dismissal of Salvador Mira, Cashier (Class 4320), Department of Public Health. (Item No. 16)

Speakers:	None
Action:	Postpone to the meeting of June 16, 1997 at the request of Mr. Mira's representative.

0118-97-7 Determination of future employability: dismissal of Angela Thomas, Health Worker II (Class 2586), Department of Public Health. (Item No. 17)

Speakers:	Pro: Steve Lara, San Francisco General Hospital Con: Richard Rubio-Bowley, Local 790
Action:	Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service. No future employment with the Department of Public Health.

0127-97-7 Determination of future employability: dismissal of David Haver, Automotive Machinist (Class 7313), Public Transportation Department. (Item No. 13)

May 19, 1997: Postpone to the meeting of June 2,1997 at the request o the Public Transportation Department.

Speakers:
Pro: Martha Johnson, Public Transportation Department
Robert Glaser, Public Transportation Department
Con: George Engler
David Haver

Action: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department. (The Commission conducted a closed session at the request of Mr. Haver).

0129-97-4 Appeals of the Department of Human Resources' rejection of applications to participate in the examination for Personnel Analyst (Class 1242). (Item No. 11)

April 21, 1997: Postpone to the meeting of May 19, 1997 by Commission action.

May 19, 1997: Postpone to the meeting of June 2, 1997 at the request of Ms. Sylvia Courtney representing Ms. Susan Albrecht.

Speakers:
Pro: William Sumner, Department of Human Resources
Con: Tutti Moreno, City College of San Francisco
Guillermo Tapia

Action:

1. Appeal of Susan Albrecht off calendar; appeal withdrawn.

2. Adopt report on remaining appellants. Deny the appeals of Emily Kwan, Thuyen Phan, Guillermo Tapia, and Marva Yem. Sustain the decision of the Human Resources Director.

0160-97-7 Determination of future employability: dismissal of Marguerite Grier, Senior Eligibility Worker (Class 2905), Department of Human Services. (Item No. 19)

Speakers: Pro: Mary Smith, Department of Human Services
Con: Marguerite Grier

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the San Francisco Civil Service System.

0168-97-7 Determination of future employability: termination of entrance probationary appointment of Phillip Andrew Cline, Associate Auditor (Class 1684), Controller. (Item No. 14)

Speakers: Pro: Ann Courtright, Controller
Con: Phillip Andrew Cline

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the San Francisco Civil Service System.

0172-97-7 Determination of future employability: dismissal of Patricia Harrison, Senior Eligibility Worker (Class 2905), Department of Human Services. (Item No. 18)

Speakers: Pro: Mary Smith, Department of Human Services
Con: Patricia Harrison

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the San Francisco Civil Service System.

0173-97-4 Request for approval to conduct a "Promotive Only" examination for Stationary Engineer, Water Treatment Plant (Class 7341) for two Apprentice Stationary Engineers; Water Treatment Plant. (Item No. 6)

Speakers: Pro: Pat Pendergast
Con: None

Action: Adopt Human Resources Director's report. Approve request to conduct a "promotive only" examination for Stationary Engineer (Class 7341).

0196-97-8 Review of requests for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2121-96/97	Commission on Aging	$8,000	Provide relief to care givers of frail elders or functionally impaired adults; to recruit and screen providers; and to match respite providers to clients.	Continuing	06/30/98
2122-96/97	Commission on Aging	$59,375	Will provide a maximum of 3,397 days of attendance; 6 hours of in-service training; 5 hours of professional service training; 2 hours of community education; and 36 hours of family support group training.	Continuing	06/30/98
2123-96/97	Public Health	$200,000	Provide credential verification services that meet the National Committee of Quality Assurance (NCQA) standards.	Continuing	06/30/01
2124-96/97	Public Health	$24,000,000	Provide methadone maintenance and substance abuse detoxification for persons addicted to opiates and/or other controlled substances.	Continuing	06/30/01
2125-96/97	Public Health	$24,000,000	Provide substance abuse prevention, intervention, support, case management and ancillary services.	Continuing	06/30/01
4168-96/97	Art Commission	$800,000	Will perform concerts at Davies Symphony Hall and a free concert at Sharon Meadow in Golden Gate Park.	Regular	08/01/97
4169-96/97	Human Services	$231,472	Provide technical support in implementation of state computerized management system including developing navigation guide, assisting with security templates, and technical assistance in converting existing data to CWS/CMS database.	Regular	12/31/97
4170-96/97	Public Health	$5,000,000	Provide substance abuse intake, assessment, referral and case management services for, and evaluation of, the federal Target Cities Project.	Regular	09/30/99

File No. 0157-97-8 (continued)

PCS #	Department	Amount	Type of Service	Type of Approval	Duration
4171-96/97	Public Works	$1,000,000	Provide specialized construction management support services comprised of scheduling analyses utilizing the Primavera Project Planner for Windows format.	Regular	06/30/00

Speakers: None

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0197-97-1 Request for approval to make certain exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-imposed limitation. (Item No. 7)

Speakers: None

Action: Adopt Human Resources Director's report. Approve request to make the exempt appointments specified in the report under Charter Section 10.10-1 through 10.104-12.

0198-97-4 Request for authorization by the Human Resources Director to determine "promotive only" examinations, subject to appeal to the Civil Service Commission. (Item No. 8)

Speakers: None

Action: Off calendar at the request of the Human Resources Director.

REQUESTS TO SPEAK (Item No. 20)

Deborah Jackson expressed her concerns about the matters of Marguerite Grier and Patricia Harrison.

ADJOURNMENT (Item No. 21)

4:25 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Public Library
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Documents Section
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REN CLOPTON
PRESIDENT

DRIENNE PON
CE PRESIDENT

GE KOSTUROS
OMMISSIONER

LEE MUNSON
OMMISSIONER

JUAN RIOS
OMMISSIONER

T C. WALKER
TIVE OFFICER

AGENDA

Regular Meeting
of
June 16, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER AND ROLL CALL

MINUTES

ELECTION OF OFFICERS

ANNOUNCEMENTS

COMMENDATION

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

DOCUMENTS DEPT.
JUN 12 1997
SAN FRANCISCO
PUBLIC LIBRARY

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 Van Ness Avenue, Suite 720 • San Francisco, CA 94102-6033 • (415) 554-4747

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sing language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Suns. Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
June 16, 1997
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) MINUTES

Regular Meeting of June 2, 1997.

(3) ELECTION OF OFFICERS

June 2, 1997: Postpone to the meeting of June 16, 1997.

(4) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

(5) **Commendation for Jeanette Mason, Personnel Technician, Department of Human Resources, upon her retirement.**

Recommendation: Approve.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(6) Review of requests for approval of proposed personal services contracts. (File No. 0217-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2126-96/97	Public Health	$40,000,000	Provide residential substance abuse treatment services.	Continuing	06/30/01
2127-96/97	Public Health	$52,000,000	Provide substance abuse outpatient and day treatment services. Services include counseling to individuals, groups and their families, and related activities.	Continuing	06/30/01
4172-96/97	Airports Commission	$130,000	Provide adjunct consulting on Airport emergency preparedness and air disaster response training and plan.	Regular	06/30/98
4173-96/97	City Administrator's Office	$80,000	Provide technical assistance for residential organics collection program implementation, monitoring, data collection, data analysis, and evaluation.	Regular	06/30/99
4174-96/97	Public Health	$4,000,000	Provide Clinical Information Systems Support as well as Local and Wide-Area Network support at San Francisco General Hospital, Laguna Honda Hospital, Mental Health Rehabilitation Facility, and Community Health Network Managed Care Organization.	Regular	06/30/99
4175-96/97	Public Utilities Commission	$72,000	Provide expert technical consultation in the specialized areas of corrosion control and repair of materials used in wastewater treatment facilities.	Regular	06/30/00
4176-96/97	Public Utilities Commission	$185,550	Provide management training and consultation services to Public Utilities Commission staff at Water Pollution Control.	Regular	06/30/00
4177-96/97	Public Utilities Commission	$300,000	Provide maintenance and trouble-shooting services associated with the oxygen generation facilities and oxygen dissolution systems at both Southeast Plant and Oceanside Plant.	Regular	06/30/01
4178-96/97	Public Utilities Commission	$150,000	Provide programming services in high level language RPG3 on IBM mid-range computer AS/400 to modify Main/Tracker package from SSA.	Regular	06/30/00
4179-96/97	Public Utilities Commission	$600,000	Provide specialized MIS professional services required for the conversion, upgrade, and maintenance of the unified Laboratory Information Management System (LIMS).	Regular	08/01/00

File No. 0217-97-8 (continued)

PCS #	Department	Amount	Type of Service	Type of Approval	Duration
035R-94/95	Public Utilities Commission	Increase Amount $290,000 New Amount $690,000	Perform energy efficiency design review of municipal capital improvement projects in the design stage, conduct workshops to transfer knowledge to City engineers, and perform technical energy audits of existing City facilities.	Regular	06/30/99
4082-96/97	City Administrator's Office	Increase Amount $100,000 New Amount $200,000	Used oil publicity and education campaign that will entail an English, Spanish, and Chinese language campaign.	Regular	07/31/98
4180-96/97	City Administrator's Office	Increase Amount $80,000 New Amount $130,000	Provide outreach and technical assistance to businesses for waste prevention, recycling and produce or organics recovery; to include on-site work at businesses and coordination with City and permitted haulers.	Regular	06/30/99
568-93/94	Public Utilities Commission	Increase Amount $250,000 New Amount $1,448,000	Consultant support to the City Attorney in defending the City's water rights before FERC and the State Water Resources Control Board (SWRCB).	Regular	06/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(7) Proposed amendment to Civil Service Commission Rule X28 - Employee Training Reimbursement Program, to modify the eligibility requirements for employees in classes covered by Charter Section 8.403. (File No. 0224-97-5)

Recommendation: Post for adoption at the meeting of July 7, 1997.

(8) Request for approval to make certain exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-imposed limitation. (File No. 0218-97-1)

Recommendation: Adopt Human Resources Director's report. Approve request to make the exempt appointments specified in the report under Charter Section 10.10-1 through 10.104-12.

(9) Request for approval to extend Civil Service Rule 13.2.3 - Expansion of Certification Rules. (File No. 0219-97-1)

Recommendation:	Notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3, for an additional six months, through December 31, 1997.

REGULAR AGENDA

(10) Appeal of background rejection for Police Officer (Class Q-2) by Craig Griffin. (File No. 0087-97-4)

April 21, 1997:	Postpone to the meeting of May 19, 1997 at the request of the San Francisco Police Department.
May 19, 1997:	Postpone to the meeting of June 2, 1997 at the request of the San Francisco Police Department.
June 2, 1997:	Postpone to the meeting of June 16, 1997 at the request of Mr. Griffin.
Recommendation:	Deny appeal. Sustain the decision of the Chief of Police.

(11) Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (File No. 0014-97-6)

March 17, 1997:	Postpone to the meeting of April 21, 1997 at the request of Mr. Wright.
April 21, 1997:	Postpone to the meeting of May 19, 1997 at the request of Mr. Wright.
May 19, 1997:	Postpone to the meeting of June 16, 1997 at the request of the Human Resources Director.
Recommendation:	Deny appeal. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Appeal of Automatic Resignation by Gene Torres, Tree Topper (Class 3434), Department of Public Works. (File No. 0115-97-7)

May 19, 1997: Postpone to the meeting of June 16, 1997 at the request of Local 261.

Recommendation of the Department of Public Works:

Deny appeal. Approve the Automatic Resignation.

(13) Determination of future employability: resignation of Salvador Mira, Cashier (Class 4320), Department of Public Health. (File No. 0108-97-7)

April 7, 1997: Postpone to the meeting of June 2, 1997 at the request of Mr. Mira's representative.

June 2, 1997: Postpone to the meeting of June 16, 1997 at the request of Mr. Mira's representative.

Recommendation of the Department of Public Health:

Accept resignation as certified. Cancel all current examination and elibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

(14) Determination of future employability: dismissal of Leon Chilton, Transit Operator (Class 9163), Public Transportation Department. (File No. 0177-97-7)

Recommendation of the Public Transportation Department:

Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(15) Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18.

(16) Progress report on class consolidation project.

(17) REQUESTS TO SPEAK

(18) ADJOURNMENT

In memory of Susan Gazzano, wife of Ed Gazzano, Personnel Director of the Department of Public Health, who died on June 9, 1997.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/97

DRIENNE PON
PRESIDENT

A LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

EORGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

BERT C. WALKER
ECUTIVE OFFICER

Public Library
Civic Center Branch
Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
June 16, 1997

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

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JUN 23 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:35 p.m.

COMMISSION ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Excused
Commissioner Juan Rios	Excused

Commissioner Pon presided.

MINUTES

Regular Meeting of June 2, 1997.

Action: Approve.

ELECTION OF OFFICERS

June 2, 1997: Postpone to the meeting of June 16, 1997.

Action: Commissioner Adrienne Pon was elected President and Commissioner A. Lee Munson was elected Vice-President for the terms of office expiring May 31, 1998.

COMMENDATION

Commendation for Jeanette Mason, Personnel Technician, Department of Human Resources, upon her retirement.

Action: Approve.

The Commission presented Commissioner Karen Clopton with a commemorative plaque in recognition of her two years of service as President of the Civil Service Commission.

0014-97-6 **Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (Item No. 11)**

March 17, 1997: Postpone to the meeting of April 21, 1997 at the request of Mr. Wright.

April 21, 1997: Postpone to the meeting of May 19, 1997 at the request of Mr. Wright.

May 19, 1997: Postpone to the meeting of June 16, 1997 at the request of the Human Resources Director.

Speakers: None.

Action: Postpone to the meeting of July 7, 1997 at the request of Mr. Wright.

0087-97-4 Appeal of background rejection for Police Officer (Class Q-2) by Craig Griffin. (Item No. 10)

April 21, 1997: Postpone to the meeting of May 19, 1997 at the request of the San Francisco Police Department.

May 19, 1997: Postpone to the meeting of June 2, 1997 at the request of the San Francisco Police Department.

June 2, 1997: Postpone to the meeting of June 16, 1997 at the request of Mr. Griffin.

Speakers: Pro: Lt. Alan Mould, San Francisco Police Department
Con: Craig Griffin

Action: Deny appeal. Sustain the decision of the Chief of Police.

0108-97-7 Determination of future employability: resignation of Salvador Mira, Cashier (Class 4320), Department of Public Health. (Item No. 13)

April 7, 1997: Postpone to the meeting of June 2, 1997 at the request of Mr. Mira's representative.

June 2, 1997: Postpone to the meeting of June 16, 1997 at the request of Mr. Mira's representative.

Speakers: Pro: Kin Gee, Department of Public Health
Con: Tod Cochran, Attorney; Salvador Mira

Action: The following action was taken as recommended by the Department of Public Health: Accept resignation as certified. Cancel all current examination and elibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Department of Public Health.

0115-97-7 **Appeal of Automatic Resignation by Gene Torres, Tree Topper (Class 3434), Department of Public Works. (Item No. 12)**

May 19, 1997: Postpone to the meeting of June 16, 1997 at the request of Local 261.

Action: The following action was taken as recommended by the Department of Public Works and with the stipulation of the Laborers Union: Deny appeal. Approve the Automatic Resignation. No restrictions on future employment.

0177-97-7 **Determination of future employability: dismissal of Leon Chilton, Transit Operator (Class 9163), Public Transportation Department. (Item No. 14)**

Speakers:
Pro: Martha Johnson, Public Transportation Department.
Con: Claire Caldwell, Transport Workers Union, Local 250-A.

Action: Cancel all current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

0217-97-8 **Review of requests for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2126-96/97	Public Health	$40,000,000	Provide residential substance abuse treatment services.	Continuing	06/30/01
2127-96/97	Public Health	$52,000,000	Provide substance abuse outpatient and day treatment services. Services include counseling to individuals, groups and their families, and related activities.	Continuing	06/30/01
4172-96/97	Airports Commission	$130,000	Provide adjunct consulting on Airport emergency preparedness and air disaster response training and plan.	Regular	06/30/98
4173-96/97	City Administrator's Office	$80,000	Provide technical assistance for residential organics collection program implementation, monitoring, data collection, data analysis, and evaluation.	Regular	06/30/99

File No. 0217-97-8 (continued)

PCS #	Department	Amount	Type of Service	Type of Approval	Duration
4174-96/97	Public Health	$4,000,000	Provide Clinical Information Systems Support as well as Local and Wide-Area Network support at San Francisco General Hospital, Laguna Honda Hospital, Mental Health Rehabilitation Facility, and Community Health Network Managed Care Organization.	Regular	06/30/99
4175-96/97	Public Utilities Commission	$72,000	Provide expert technical consultation in the specialized areas of corrosion control and repair of materials used in wastewater treatment facilities.	Regular	06/30/00
4176-96/97	Public Utilities Commission	$185,550	Provide management training and consultation services to Public Utilities Commission staff at Water Pollution Control.	Regular	06/30/00
4177-96/97	Public Utilities Commission	$300,000	Provide maintenance and trouble-shooting services associated with the oxygen generation facilities and oxygen dissolution systems at both Southeast Plant and Oceanside Plant.	Regular	06/30/01
4178-96/97	Public Utilities Commission	$150,000	Provide programming services in high level language RPG3 on IBM mid-range computer AS/400 to modify Main/Tracker package from SSA.	Regular	06/30/00
4179-96/97	Public Utilities Commission	$600,000	Provide specialized MIS professional services required for the conversion, upgrade, and maintenance of the unified Laboratory Information Management System (LIMS).	Regular	08/01/00
035R-94/95	Public Utilities Commission	Increase Amount $290,000 New Amount $690,000	Perform energy efficiency design review of municipal capital improvement projects in the design stage, conduct workshops to transfer knowledge to City engineers, and perform technical energy audits of existing City facilities.	Regular	06/30/99
4082-96/97	City Administrator's Office	Increase Amount $100,000 New Amount $200,000	Used oil publicity and education campaign that will entail an English, Spanish, and Chinese language campaign.	Regular	07/31/98
4180-96/97	City Administrator's Office	Increase Amount $80,000 New Amount $130,000	Provide outreach and technical assistance to businesses for waste prevention, recycling and produce or organics recovery; to include on-site work at businesses and coordination with City and permitted haulers.	Regular	06/30/99

File No. 0217-97-8 (continued)					
PCS #	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
568-93/94	Public Utilities Commission	Increase Amount $250,000 New Amount $1,448,000	Consultant support to the City Attorney in defending the City's water rights before FERC and the State Water Resources Control Board (SWRCB).	Regular	06/30/98

Speaker: Maria Trapalis-Baird, Solid Waste Management Program, City Administrator's Office. (Contract No. 4082-96/97).

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0218-97-1 **Request for approval to make certain exempt appointments under Charter Section 10.104-1 through 10.104-12 which exceed the Charter-imposed limitation. (Item No. 8)**

Action: Adopt Human Resources Director's report. Approve request to make the exempt appointments specified in the report under Charter Section 10.10-1 through 10.104-12.

0219-97-1 **Request for approval to extend Civil Service Rule 13.2.3 - Expansion of Certification Rules. (Item No. 9)**

Action: Notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3, for an additional six months, through December 31, 1997.

0224-97-5 **Proposed amendment to Civil Service Commission Rule X28 - Employee Training Reimbursement Program, to modify the eligibility requirements for employees in classes covered by Charter Section 8.403. (Item No. 7)**

Action: Post for adoption at the meeting of July 7, 1997.

HUMAN RESOURCES DIRECTOR'S REPORT (Items No. 15 and No. 16)

Report of exempt appointments under Charter Categories 10.104-16 through 10.104-18.

Action: Report received; file.

Progress report on class consolidation project.

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 17)

None.

ADJOURNMENT (Item No. 18)

The meeting adjourned at 3:30 p.m. in memory of Susan Gazzano, wife of Ed Gazzano, Personnel Director of the Department of Public Health. Mrs. Gazzano died on June 9, 1997. The Commission sends its condolences to Mr. Gazzano.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
7/7/97

ADRIENNE PON
PRESIDENT

. LEE MUNSON
ICE PRESIDENT

REN CLOPTON
OMMISSIONER

GE KOSTUROS
OMMISSIONER

JUAN RIOS
OMMISSIONER

RT C. WALKER
TIVE OFFICER

AGENDA

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

Regular Meeting
of
July 7, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

DOCUMENTS DEPT.
JUL 0 3 1997
SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.

CALL TO ORDER

COMMISSION ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMENDATIONS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.

If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sing language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshin Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

July 7, 1997

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) MINUTES

Special Meeting of June 2, 1997:

Session 1: June 2, 1997, 1:00 pm

Session 2: June 10, 1997, 12 noon

Regular Meeting of June 16, 1997

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

COMMENDATIONS

(4) **Resolution of Commendation for Commissioner Juan Rios upon the completion of six and one half years of service as a member of the Civil Service Commission.**

Recommendation: Approve.

(5) **Special Commendation for Clarice Clarke, Employee Relations Ordinance Administrator, Civil Service Commission, in recognition of exemplary performance in organizing and conducting the recent election for the Special Assistant Series of Classes.**

Recommendation: Approve.

(6) **Commendation for Rhonda Hadnot, Personnel Technician, Civil Service Commission, in recognition of outstanding performance while assigned to assist in the Special Assistant Election.**

Recommendation: Approve.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(7) **Review of request for approval of proposed personal services contract. (File No. 0263-97-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2128-96/97	Human Services	$54,530	Provide a multi-county recruitment of foster/adoptive homes through a televised segment: "Brian's Kids."	Continuing	06/30/99
2129-96/97	Human Services	$273,800	Will develop a family resource center in the Bayview Hunter's Point community which will include direct services, case management, and collaborative and subcontracted services.	Continuing	08/31/98
2130-96/97	Public Health	$675,000	Provide information referral, housing retention support, mental health services, substance abuse services, peer counseling, vocational services, psychiatric services, case management, and HIV services to homeless persons residing at designated sites in SF.	Continuing	06/30/01

File No. 0263-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2131-96/97	Public Health	677,712	Provide assessment and vaccinations to 0-4 year old children living in the Mission District.	Continuing	12/31/00
2132-96/97	Public Health	$1,221,080	Promote breast and cervical cancer screening, diagnostic, health education and outreach services to minority female residents of San Francisco.	Continuing	09/30/00
4181-96/97	Airports Commission	$119,000	Provide development and preparation of preliminary design related to the construction of an aircraft apron to serve the new Boarding Area G.	Regular	09/01/98
4182-96/97	City Administrator's Office	$169,971	Will implement the Home and School Cafeteria Composting Program, including developing and staffing educational centers and conducting workshops.	Regular	06/30/98
4183-96/97	City Administrator's Office	$150,000	Will continue to provide the software license and technical consulting and integration services for its fee collection, fund accounting and data collection software.	Regular	06/30/02
4184-96/97	Commission on the Status of Women	$146,500	Provide crisis counseling, screening, information and referrals to women who have experienced domestic violence, their friends and families, and members of the public.	Regular	06/30/98
4185-96/97	Commission on the Status of Women	$162,812	Provide victim advocacy services to women who have experienced domestic violence, including crisis intervention, counseling (individual/group), and advocacy and accompaniment services to assist women with criminal justice and health services systems.	Regular	06/30/98
4186-96/97	Commission on the Status of Women	$196,585	Provide comprehensive community-based violence against women prevention services, including public awareness campaigns, community outreach and education, and training programs which address domestic violence and sexual assault.	Regular	06/30/98
4187-96/97	Commission on the Status of Women	$234,610	Provide battered women with legal services and representation including family law services, immigration law, temporary restraining order assistance, civil law services, custody, visitation, dissolution, etc.	Regular	06/30/98
4188-96/97	Commission on the Status of Women	$489,873	Provide safe, confidential emergency shelter services and comprehensive support services including counseling and advocacy for battered women and their children.	Regular	06/30/98

File No. 0263-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4189-96/97	Commission on the Status of Women	$220,845	Provide comprehensive adult sexual assault services, including twenty-four hour crisis line, victim advocacy, accompaniment services, and community outreach and prevention education.	Regular	06/30/98
4190-96/97	Mayor's Criminal Justice Council	$200,000	Provide neighborhood crime prevention program with a collaborative of ten community organizations working in seven police districts to organize public safety activities.	Regular	01/31/98
4191-96/97	Mayor's Criminal Justice Council	$200,000	Provide neighborhood crime prevention program with a collaborative of twelve community organizations working in ten police districts to organize public safety activities.	Regular	12/31/97
4192-96/97	Parking & Traffic Commission	$10,000,000	Will install high speed cameras at 20-25 intersections, collect film, process film, send citations, and provide monthly reports of red light violations monitored and cited.	Regular	12/31/02
4193-96/97	Public Health	$720,000	Provide physician services for patients of the Tuberculosis Clinic at San Francisco General Hospital, satellite clinics, and St. Anthony's clinic; medical consulting by senior physicians, as needed, for tuberculosis cases and program guidance.	Regular	06/30/01
4194-96/97	Public Health	$950,000	Provide strategic marketing and customer relations services that will include surveying the customers utilizing the services at San Francisco General Hospital, sharing the results of the surveys with staff, and setting up necessary training programs.	Regular	06/30/98
4195-96/97	Public Health	$180,000	Provide taxi vouchers to physically challenged residents of San Francisco who need transportation services to medical and other health-related appointments.	Regular	06/30/01
4196-96/97	Public Health	$180,000	Provide laboratory drug test analysis of urine samples of methadone maintenance clients of San Francisco General Hospital Ward 93.	Regular	06/30/01
4197-96/97	Public Health	$3,000,000	Provide highly specialized medical and surgical services to medically indigent adults; services include cardiac surgery, angioplasty, radiation oncology, leukemia treatment, ophthalmology procedures and other services not provided at SFGH.	Regular	06/30/99

File No. 0263-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4198-96/97	Public Transportation	$600,000	Provide a broad range of specialized vehicle engineering services as may be required for the implementation and completion of PTC approved rehabilitation of 14 Historic Light Rail Vehicles.	Regular	07/30/02
4199-96/97	Public Transportation	$1,800,000	Provide a broad range of specialized vehicle engineering services as may be required for the implementation and completion of PTC approved procurement of 280 Diesel Coaches.	Regular	07/30/01
4200-96/97	Public Transportation	$2,400,000	Provide a broad range of specialized vehicle engineering services as may be required for the implementation and completion of PTC approved procurement of 250 Electric Trolley Coaches.	Regular	07/30/02
4201-96/97	Public Utilities Commission	$553,929	Provide environmental consultant services on an as-needed basis for Capital Improvement projects for Hetch Hetchy and Water Department projects.	Regular	09/30/99
4202-96/97	Telecommunication & Information Services	$90,000	Will work with ISD Internal LAN Services staff to assist ISD in the roll out of Windows 95; will develop a plan for migration, test the plan, and then begin deployment within ISD.	Regular	06/30/98
4203-96/97	Telecommunication & Information Services	$250,000	Will modify the Health Services System Membership Accounting System and Health Services System Claims System to be year-2000 compliant.	Regular	06/30/98
030A-94/95	Public Health	Increase Amount $39,848 New Amount $91,848	Provide Podiatry supervision over senior podiatry students for preventive and therapeutic foot care for all patients at Laguna Honda Hospital and to homeless persons in San Francisco.	Annual	06/30/99
155-94/95	Public Works	Increase Amount $200,000 New Amount $1,300,000	Provide resident engineers, field engineers, inspectors, special inspectors, specialty engineers, office engineers, scheduling engineers, environmental monitoring staff and construction support for various types of engineering work.	Regular	12/27/97

File No. 0263-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
327-94/95	City Planning	Increase Amount $55,500 New Amount $444,100	Responsible for operating the existing booths at the Montgomery and Embarcadero Stations. Tasks include procurement and sales of a variety of transit tickets, acquisition of informational materials, cost accounting, and performance reporting.	Regular	10/31/97

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(8) **Charter Amendment (First Draft) - amending Appendix A8.559-14 and A8.585-14, relating to retirement benefits for safety employees who transferred membership under the retirement system to Sections 8.586 or 8.588 effective July 1, 1980 (Board of Supervisors File Number 257-97-1). (File No. 0264-97-1)**

Recommendation: Notify the Board of Supervisors that this proposed Charter Amendment does not appear to affect matters within the jurisdiction of the Civil Service Commission.

(9) **Charter Amendment (First Draft) - repealing Section 2.110, governing Board of Supervisors' approval of the sale or lease of real property, and amending Section 9.118, governing the Board of Supervisors' approval of contracts, to incorporate the provisions of former Section 2.110 and add further provisions governing the Board of Supervisors' approval of the sale or lease of real property (Board of Supervisors File Number 256-97-1). (File No. 0265-97-1)**

Recommendation: Notify the Board of Supervisors that this proposed Charter Amendment does not appear to affect matters within the jurisdiction of the Civil Service Commission.

(10) Request for approval to extend Civil Service Rule 13.2.3 - Expansion of Certification Rules. (File No. 0219-97-1)

June 16, 1997:	Notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3, for an additional six months, through December 31, 1997.
Recommendation:	Approve extension of Rule Section 13.2.3 until December 31, 1997.

(11) Request for approval to make certain exempt appointments under Charter Sections 10.104-1 through 10.104-12 which exceed the Charter-imposed limitation. (File No. 0266-97-1)

Recommendation:	Adopt Human Resources Director's report. Approve the request to make the exempt appointments specified in the report under Charter Section 10.104-1 through 10.104-12.

(12) Ratification of the settlement agreement between Preston Gilmore and the Department of Human Services and amendment to the Civil Service Commission Minutes and other Commission records related to the meeting of November 7, 1994 to conform to the provisions of the settlement agreement. (File No. 0267-97-7)

Recommendation:	Adopt Human Resources Director's report. Ratify the settlement agreement. Amend the minutes and other Commission records related to the Civil Service Commission meeting of November 7, 1994 to conform to the provisions of the settlement agreement specifying that Mr. Gilmore's resignation is effective April 12, 1996 with services satisfactory and that Mr. Gilmore is restricted from future employment with the Department of Human Services.

(13) Approval of the Actuarial Study related to the Trust Fund established by Charter Section A8.404 (Transit Operators) for Fiscal Year 1995-96. (File No. 0067-97-3)

Recommendation:	Adopt the actuarial study. Notify the Board of Supervisors.

(14) Proposed amendment to Civil Service Commission Rule X28 - Employee Training Reimbursement Program, to modify the eligibility requirements for employees in classes covered by Charter Section 8.403. (File No. 0224-97-5)

June 16, 1997:	Post for adoption at the meeting of July 7, 1997.
Recommendation:	Adopt.

REGULAR AGENDA

(15) **Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (File No. 0014-97-6)**

March 17, 1997: Postpone to the meting of April 21, 1997 at the request of Mr. Wright.

April 21, 1997: Postpone to the meeting of May 19, 1997 at the request of Mr. Wright.

May 19, 1997: Postpone to the meeting of June 16, 1997 at the request of the Human Resources Director.

June 16, 1997: Postpone to the meeting of July 7, 1997 at the request of Mr. Wright.

Recommendation: Adopt Human Resources Director's report. Deny the appeal of Eric Wright. Sustain the Human Resources Director's decision.

(16) **Appeal of the Human Resources Director's decision to deny the request for assault pay by Michael Seligsohn. (File No. 0792-95-3)**

Recommendation: Adopt Human Resources Director's report. Deny the appeal of Michael Seligsohn. Sustain the Human Resources Director's decision.

(17) **Request by Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources in the matter of the dismissal of Dianne Luckett, Clerk (Class 1404), Department of Human Services. (File No. 0268-97-1)**

Recommendation: Adopt staff report. Approve the request of Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources on May 2, 1997. Direct that all records be amended accordingly and that the matter of the determination of future employability of Dianne Luckett be calendared at a subsequent meeting.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(18) Determination of future employability: resignation of Sandy Lum, Police Officer (Class Q-2), San Francisco Police Department. (File No. 0193-97-7)

Recommendation of the San Francisco Police Department:

Approve the resignation as certified with services unsatisfactory. No restrictions on future employment with the City and County of San Francisco.

(19) Determination of future employability: entrance probationary termination of Cozzette Davis, Senior Clerk Typist (Class 1426), San Francisco Airports Commission. (File No. 0205-97-7)

Recommendation of the San Francisco Airports Commission:

Dismiss from City and County service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Airports Commission.

(20) Determination of future employability: dismissal of Darryl Taylor, Transit Operator (Class 9163), Public Transportation Department. (File No. 0185-97-7)

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(21) Quarterly monitoring report on expanded certifications, March 14, 1997 - June 13, 1997.

(22) REQUESTS TO SPEAK

(23) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

MINUTES

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

Regular Meeting
July 7, 1997

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

DRIENNE PON
PRESIDENT

LEE MUNSON
CE PRESIDENT

REN CLOPTON
MMISSIONER

GE KOSTUROS
MMISSIONER

JUAN RIOS
MMISSIONER

C. WALKER
IVE OFFICER

CALL TO ORDER

2:25 p.m.

COMMISSION ROLL CALL

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PUBLIC LIBRARY

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Pon presided.

MINUTES

Special Meeting of June 2, 1997 (Session 1: June 2, 1997, 1:00 pm;
Session 2: June 10, 1997, 12 noon)

Regular Meeting of June 16, 1997

Action: Approve.

ANNOUNCEMENT

The Commission announced that it had conducted a closed session during a Special Meeting on Monday, July 7, 1997 at 1:00 p.m. to discuss a personnel matter, i.e., an anonymous letter dated June 12, 1997 regarding Civil Service Commission Executive Officer Albert C. Walker. As a result, the Commission unanimously agreed to issue the following statement:

1. The Civil Service Commission's policy is to review and investigate any legitimate complaint or issue raised by employees or the public. However, unsigned, unsubstantiated letters raising serious personal issues, but with no documented evidence or supporting facts will not be considered. The Commission does not regard the investigation of such generalized, unsupported charges to be in the best interest of the City and County of San Francisco.

2. In the matter of the June 12, 1997 letter about Mr. Walker, the Commission finds no basis to proceed further as the letter contains no information that can be substantiated and appears to be a litany of personal issues and allegations against Mr. Walker. The Commission is concerned about the letter's tone and deliberate attack of a well-regarded City employee.

3. The members of the Commission wish the public record to reflect their confidence in the integrity, professionalism, and dedication of Mr. Walker. They consider Mr. Walker to be a thoroughly dedicated, highly ethical civil service career employee and role model. Furthermore, Mr. Walker has clearly demonstrated his honesty, leadership, and commitment. He has consistently acted in the best interest of the City and County of San Francisco, the Civil Service Commission, and the employees and citizens of San Francisco.

4. For the reasons outlined above, the Commission will not give credence to the unsubstantiated charges outlined in the June 12, 1997 letter. This matter is considered closed.

Speaker: David Novogrodsky, Local 21

Mr. David Novogrodsky, Executive Director, Local 21, added and expressed his concurrence with the Commission's support of Mr. Walker and stated that in working with Mr. Walker over many years he has found him to be a person of integrity, with a sense of fairness, and is an asset to the City.

COMMENDATIONS

Commendation for Commissioner Juan Rios upon the completion of six and one half years of service as a member of the Civil Service Commission.

Action: Approve.

Special Commendation for Clarice Clarke, Employee Relations Ordinance Administrator, Civil Service Commission, in recognition of exemplary performance in organizing and conducting the recent election for the Special Assistant Series of Classes.

Action: Approve.

Commendation for Rhonda Hadnot, Personnel Technician, Civil Service Commission, in recognition of outstanding performance while assigned to assist in the Special Assistant Election.

Action: Approve.

0792-95-3 Appeal of the Human Resources Director's decision to deny the request for assault pay by Michael Seligsohn. (Item No. 16)

Speaker: Pro: Tamara George, Department of Human Resources

Action: Adopt Human Resources Director's report. Deny the appeal of Michael Seligsohn. Sustain the Human Resources Director's decision. (Mr. Seligsohn failed to appear).

0014-97-6 Appeal of the Human Resources Director's action to administratively close the discrimination complaint of Eric Wright. (Item No. 15)

March 17, 1997: Postpone to the meting of April 21, 1997 at the request of Mr. Wright.

April 21, 1997: Postpone to the meeting of May 19, 1997 at the request of Mr. Wright.

May 19, 1997: Postpone to the meeting of June 16, 1997 at the request of the Human Resources Director.

June 16, 1997: Postpone to the meeting of July 7, 1997 at the request of Mr. Wright.

Speakers: Pro: Esther Leong, Department of Human Resources
Con: Eric Wright

Action: Adopt Human Resources Director's report. Deny the appeal of Eric Wright. Sustain the Human Resources Director's decision. (Vote of 3 to 1: Commissioner Kosturos dissents).

0067-97-3 Report on the Actuarial Study related to the Trust Fund established by Charter Section A8.404 (Transit Operators) for Fiscal Year 1995-96. (Item No. 13)

Speakers: None.

Action: Report received; transmit to the Board of Supervisors.

0185-97-7 Determination of future employability: dismissal of Darryl Taylor, Transit Operator (Class 9163), Public Transportation Department. (Item No. 20)

Speakers:
Pro: Martha Johnson, Public Transportation Department
Con: Bill Jung, Transport Workers Union, Local 250-A
Darryl Taylor

Action: Postpone to the meeting of July 21, 1997 to allow the Public Transportation Department time to review its recommendation on future employability.

0193-97-7 Determination of future employability: resignation of Sandy Lum, Police Officer (Class Q-2), San Francisco Police Department. (Item No. 18)

Speakers:
Pro: Lt. Alan Mould, San Francisco Police Department
Con: Sandy Lum

Action: Approve the resignation as certified with services unsatisfactory. No restrictions on future employment with the City and County of San Francisco as recommended by the San Francisco Police Department.

0205-97-7 Determination of future employability: entrance probationary termination of Cozzette Davis, Senior Clerk Typist (Class 1426), San Francisco Airports Commission. (Item No. 19)

Speakers:
Pro: Rafael Centeno, Airports Commission
Con: Cozzette Davis

Action: Dismiss from City and County service. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the San Francisco Airports Commission.

0219-97-1 **Request for approval to extend Civil Service Rule 13.2.3 - Expansion of Certification Rules. (Item No. 10)**

Speakers: None.

June 16, 1997: Notify employee organizations of the Department of Human Resources' recommendation to extend Rule 13, Section 13.2.3, for an additional six months, through December 31, 1997.

Action: Approve extension of Rule Section 13.2.3 until December 31, 1997.

0224-97-5 **Proposed amendment to Civil Service Commission Rule X28 - Employee Training Reimbursement Program, to modify the eligibility requirements for employees in classes covered by Charter Section 8.403. (Item No. 14)**

Speakers: None.

June 16, 1997: Post for adoption at the meeting of July 7, 1997.

Action: Adopt.

0263-97-8 **Review of request for approval of proposed personal services contract. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2128-96/97	Human Services	$54,530	Provide a multi-county recruitment of foster/adoptive homes through a televised segment: "Brian's Kids."	Continuing	06/30/99
2129-96/97	Human Services	$273,800	Will develop a family resource center in the Bayview Hunter's Point community which will include direct services, case management, and collaborative and subcontracted services.	Continuing	08/31/98

File No. 0263-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2130-96/97	Public Health	$675,000	Provide information referral, housing retention support, mental health services, substance abuse services, peer counseling, vocational services, psychiatric services, case management, and HIV services to homeless persons residing at designated sites in SF.	Continuing	06/30/01
2131-96/97	Public Health	$677,712	Provide assessment and vaccinations to 0-4 year old children living in the Mission District.	Continuing	12/31/00
2132-96/97	Public Health	$1,221,080	Promote breast and cervical cancer screening, diagnostic, health education and outreach services to minority female residents of San Francisco.	Continuing	09/30/00
4181-96/97	Airports Commission	$119,000	Provide development and preparation of preliminary design related to the construction of an aircraft apron to serve the new Boarding Area G.	Regular	09/01/98
4182-96/97	City Administrator's Office	$169,971	Will implement the Home and School Cafeteria Composting Program, including developing and staffing educational centers and conducting workshops.	Regular	06/30/98
4183-96/97	City Administrator's Office	$150,000	Will continue to provide the software license and technical consulting and integration services for its fee collection, fund accounting and data collection software.	Regular	06/30/02
4184-96/97	Commission on the Status of Women	$146,500	Provide crisis counseling, screening, information and referrals to women who have experienced domestic violence, their friends and families, and members of the public.	Regular	06/30/98
4185-96/97	Commission on the Status of Women	$162,812	Provide victim advocacy services to women who have experienced domestic violence, including crisis intervention, counseling (individual/group), and advocacy and accompaniment services to assist women with criminal justice and health services systems.	Regular	06/30/98
4186-96/97	Commission on the Status of Women	$196,585	Provide comprehensive community-based violence against women prevention services, including public awareness campaigns, community outreach and education, and training programs which address domestic violence and sexual assault.	Regular	06/30/98

File No. 0263-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4187-96/97	Commission on the Status of Women	$234,610	Provide battered women with legal services and representation including family law services, immigration law, temporary restraining order assistance, civil law services, custody, visitation, dissolution, etc.	Regular	06/30/98
4188-96/97	Commission on the Status of Women	$489,873	Provide safe, confidential emergency shelter services and comprehensive support services including counseling and advocacy for battered women and their children.	Regular	06/30/98
4189-96/97	Commission on the Status of Women	$220,845	Provide comprehensive adult sexual assault services, including twenty-four hour crisis line, victim advocacy, accompaniment services, and community outreach and prevention education.	Regular	06/30/98
4190-96/97	Mayor's Criminal Justice Council	$200,000	Provide neighborhood crime prevention program with a collaborative of ten community organizations working in seven police districts to organize public safety activities.	Regular	01/31/98
4191-96/97	Mayor's Criminal Justice Council	$200,000	Provide neighborhood crime prevention program with a collaborative of twelve community organizations working in ten police districts to organize public safety activities.	Regular	12/31/97
4192-96/97	Parking & Traffic Commission	$10,000,000	Will install high speed cameras at 20-25 intersections, collect film, process film, send citations, and provide monthly reports of red light violations monitored and cited.	Regular	12/31/02
4193-96/97	Public Health	$720,000	Provide physician services for patients of the Tuberculosis Clinic at San Francisco General Hospital, satellite clinics, and St. Anthony's clinic; medical consulting by senior physicians, as needed, for tuberculosis cases and program guidance.	Regular	06/30/01
4194-96/97	Public Health	$950,000	Provide strategic marketing and customer relations services that will include surveying the customers utilizing the services at San Francisco General Hospital, sharing the results of the surveys with staff, and setting up necessary training programs.	Regular	06/30/98

File No. 0263-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4195-96/97	Public Health	$180,000	Provide taxi vouchers to physically challenged residents of San Francisco who need transportation services to medical and other health-related appointments.	Regular	06/30/01
4196-96/97	Public Health	$180,000	Provide laboratory drug test analysis of urine samples of methadone maintenance clients of San Francisco General Hospital Ward 93.	Regular	06/30/01
4197-96/97	Public Health	$3,000,000	Provide highly specialized medical and surgical services to medically indigent adults; services include cardiac surgery, angioplasty, radiation oncology, leukemia treatment, ophthalmology procedures and other services not provided at SFGH.	Regular	06/30/99
4198-96/97	Public Transportation	$600,000	Provide a broad range of specialized vehicle engineering services as may be required for the implementation and completion of PTC approved rehabilitation of 14 Historic Light Rail Vehicles.	Regular	07/30/02
4199-96/97	Public Transportation	$1,800,000	Provide a broad range of specialized vehicle engineering services as may be required for the implementation and completion of PTC approved procurement of 280 Diesel Coaches.	Regular	07/30/01
4200-96/97	Public Transportation	$2,400,000	Provide a broad range of specialized vehicle engineering services as may be required for the implementation and completion of PTC approved procurement of 250 Electric Trolley Coaches.	Regular	07/30/02
4201-96/97	Public Utilities Commission	$553,929	Provide environmental consultant services on an as-needed basis for Capital Improvement projects for Hetch Hetchy and Water Department projects.	Regular	09/30/99
4202-96/97	Telecommunication & Information Services	$90,000	Will work with ISD Internal LAN Services staff to assist ISD in the roll out of Windows 95; will develop a plan for migration, test the plan, and then begin deployment within ISD.	Regular	06/30/98
4203-96/97	Telecommunication & Information Services	$250,000	Will modify the Health Services System Membership Accounting System and Health Services System Claims System to be year-2000 compliant.	Regular	06/30/98

File No. 0263-97-8 (cont.)					
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
030A-94/95	Public Health	Increase Amount $39,848 New Amount $91,848	Provide Podiatry supervision over senior podiatry students for preventive and therapeutic foot care for all patients at Laguna Honda Hospital and to homeless persons in San Francisco.	Annual	06/30/99
155-94/95	Public Works	Increase Amount $200,000 New Amount $1,300,000	Provide resident engineers, field engineers, inspectors, special inspectors, specialty engineers, office engineers, scheduling engineers, environmental monitoring staff and construction support for various types of engineering work.	Regular	12/27/97
327-94/95	City Planning	Increase Amount $55,500 New Amount $444,100	Responsible for operating the existing booths at the Montgomery and Embarcadero Stations. Tasks include procurement and sales of a variety of transit tickets, acquisition of informational materials, cost accounting, and performance reporting.	Regular	10/31/97

Speakers: *PSC # 4192-96/97*:
Pro: Bond Yee, Department of Parking and Traffic

PSC # 155-94/95:
Pro: James Horan, Department of Public Works
Bill Webb, Department of Public Works
Con: David Novogrodsky, Local 21

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (PSC # 4192-96/97: Vote of 3 to 1: Commissioner Kosturos dissents).

0264-97-1 Charter Amendment (First Draft) - amending Appendix A8.559-14 and A8.585-14, relating to retirement benefits for safety employees who transferred membership under the retirement system to Sections 8.586 or 8.588 effective July 1, 1980 (Board of Supervisors File Number 257-97-1). (Item No. 8)

Speakers: None.

Action: Notify the Board of Supervisors that this proposed Charter Amendment does not appear to affect matters within the jurisdiction of the Civil Service Commission.

0265-97-1 **Charter Amendment (First Draft) - repealing Section 2.110, governing Board of Supervisors' approval of the sale or lease of real property, and amending Section 9.118, governing the Board of Supervisors' approval of contracts, to incorporate the provisions of former Section 2.110 and add further provisions governing the Board of Supervisors' approval of the sale or lease of real property (Board of Supervisors File Number 256-97-1). (Item No. 9)**

Speakers: None.

Action: Notify the Board of Supervisors that this proposed Charter Amendment does not appear to affect matters within the jurisdiction of the Civil Service Commission.

0266-97-1 **Request for approval to make certain exempt appointments under Charter Sections 10.104-1 through 10.104-12 which exceed the Charter-imposed limitation. (Item No. 11)**

Speakers: None.

Action: Adopt Human Resources Director's report. Approve the request to make the exempt appointments specified in the report under Charter Section 10.104-1 through 10.104-12.

0267-97-7 **Ratification of the settlement agreement between Preston Gilmore and the Department of Human Services and amendment to the Civil Service Commission Minutes and other Commission records related to the meeting of November 7, 1994 to conform to the provisions of the settlement agreement. (Item No. 12)**

Speakers: None.

Action: Adopt Human Resources Director's report. Ratify the settlement agreement. Amend the minutes and other Commission records related to the Civil Service Commission meeting of November 7, 1994 to conform to the provisions of the settlement agreement specifying that Mr. Gilmore's resignation is effective April 12, 1996 with services satisfactory and that Mr. Gilmore is restricted from future employment with the Department of Human Services.

0268-97-1 **Request by Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources in the matter of the dismissal of Dianne Luckett, Clerk (Class 1404), Department of Human Services. (Item No. 17)**

Speakers: None.

Action: Postpone to the meeting of August 18, 1997 at the request of Local 790.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 21)

Quarterly monitoring report on expanded certifications, March 14, 1997 - June 13, 1997.

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 22)

None.

ADJOURNMENT (Item No. 23)

3:55 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
7/21/97

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

DRIENNE PON
PRESIDENT

LEE MUNSON
CE PRESIDENT

REN CLOPTON
OMMISSIONER

GE KOSTUROS
OMMISSIONER

JUAN RIOS
OMMISSIONER

T C. WALKER
TIVE OFFICER

AGENDA

Regular Meeting
of
July 21, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
JUL 18 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

COMMISSION ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda,* presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sing language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunsh Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting

July 21, 1997

2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) MINUTES

Special Meeting of July 7, 1997

Regular Meeting of July 7, 1997

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of request for approval of proposed personal services contracts. (File No. 0281-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-97/98	Art Commission	$350,000	Fabricate artwork consisting of 5,400 3" x 3" canvasses, tile, woodcuts, and cast acrylic cubes for installation in the International Terminal of the San Francisco International Airport.	Regular	07/01/00
4001-97/98	Public Health	$700,000	Provide on-call, back-up medical transcription services whenever there is a backlog in the various divisions of the Department of Public Health.	Regular	07/31/99
4002-97/98	Public Health	$231,281	Develop a national strategic plan for planning and coordination of tuberculosis training and education. Identify and catalogue all relevant training and education resources in the U.S.	Regular	07/30/98
4003-97/98	Mayor's Criminal Justice Council	$114,000	Provide community outreach and intervention for Hispanic youth in targeted areas, specifically, youth gang members.	Regular	06/30/98
4004-97/98	Mayor's Criminal Justice Council	$139,663	Provide community patrol, crime prevention, and counseling in the Western Addition. These services increase the safety of the Western Addition residents and visitors, specifically, elderly residents of the Rosa Parks complex.	Regular	06/30/98
4005-97/98	Airports Commission	$464,000	Provide frequent, daily public shuttle service linking Millbrae CalTrain station with Airport terminals and stops on Road R-2, McDonnell Road, and at the United Airlines Maintenance Operations Center. No fares will be charged.	Regular	09/30/98
2061-95/96	Public Health	Increase Amount $678,000 New Amount $1,310,834	Provide tobacco prevention, cessation, evaluation and media services to implement state approved comprehensive tobacco control plan.	Continuing	06/30/98
4099-96/97	Airports Commission	Increase Amount $200,000 New Amount $295,000	Provide expert advice in selecting contracts to audit, provide peer review of audit work, or perform audit work as-needed in the specialized field of construction contract auditing.	Regular	06/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(5) **Request for approval to make certain exempt appointments under Charter Sections 10.104-1 through 10.104-12 which exceed the Charter-imposed limitation.** (File No. 0266-97-1)

Recommendation: Adopt Human Resources Director's report. Approve the request to make the exempt appointments specified in the report under Charter Sections 10.104-1 through 10.104-12.

(6) **Determination of future employability: resignation - services unsatisfactory of Rafael Figueroa, Sewer Maintenance Workers (Class 7421), Department of Public** Works. (File No. 0527-96-7)

April 7, 1997: Remand to the Department of Public Works for reconsideration of designation of services.

Recommendation: Off calendar; the Department of Public Works has amended the certification of services from unsatisfactory to satisfactory.

(7) **Proposed Amendment to Civil Service Commission Rule 14 - Appointments, Article VII: Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I, Section 14.39 - Probationary Period for Class 8302 Deputy Sheriff I.** (File No. 0285-97-5)

Recommendation: Post; refer to the Employee Relations Division, Department of Human Resources for meet and confer.

EMPLOYEE SEPARATIONS AGENDA

(8) **Determination of future employability: dismissal of Darryl Taylor, Transit Operator (Class 9163), Public Transportation Department. (File No. 0185-97-7)**

July 7, 1997:	Postpone to the meeting of July 21, 1997 to allow the Public Transportation Department time to review its recommendation for future employability.

Recommendation of the Public Transportation Department:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(9) Progress report on class consolidation project.

(10) Report of exempt positions under Charter Sections 10.104-16 through 10.104-18.

(11) REQUESTS TO SPEAK

(12) ADJOURNMENT

Civil Service Commission
City and County of San Francisco

DRIENNE PON
PRESIDENT

LEE MUNSON
CE PRESIDENT

REN CLOPTON
OMMISSIONER

GE KOSTUROS
OMMISSIONER

JUAN RIOS
OMMISSIONER

T C. WALKER
TIVE OFFICER

MINUTES

Regular Meeting
July 21, 1997

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

2:00 p.m.
Veterans Building
401 Van Ness Avenue, Room 428

DOCUMENTS DEPT.
JUL 24 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:15 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Pon presided.

MINUTES

Special Meeting of July 7, 1997.

Regular Meeting of July 7, 1997.

Action: Approve.

ANNOUNCEMENT

Due to the legal holiday occuring on Monday, September 1, 1997 (Labor Day Holiday), the Regular Civil Service Commission Meeting on this date is canceled. The Commission will hold Special Meetings in September, if necessary, to address any emergency matters. The Civil Service Commission will meet once in September on Monday, September 15, 1997.

0527-96-7 **Determination of future employability: resignation - services unsatisfactory of Rafael Figueroa, Sewer Maintenance Workers (Class 7421), Department of Public Works. (Item No. 6)**

Speakers: None.

April 7, 1997: Remand to the Department of Public Works for reconsideration of designation of services.

Action: Off calendar; the Department of Public Works has amended the certification of services from unsatisfactory to satisfactory.

0185-97-7 **Determination of future employability: dismissal of Darryl Taylor, Transit Operator (Class 9163), Public Transportation Department. (Item No. 8)**

Speakers: Pro: Martha Johnson, Public Transportation Department
Con: Darryl Taylor

July 7, 1997: Postpone to the meeting of July 21, 1997 to allow the Public Transportation Department time to review its recommendation for future employability.

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service and submission of satisfactory evidence of completion of a substance abuse program. No future employment with the Public Transportation Department.

0266-97-1 **Request for approval to make certain exempt appointments under Charter Sections 10.104-1 through 10.104-12 which exceed the Charter-imposed limitation. (Item No. 5)**

Speakers: None.

Action: Adopt Human Resources Director's report. Approve the request to make the exempt appointments specified in the report under Charter Sections 10.104-1 through 10.104-12. (Commissioner Munson also requested from the Human Resources Director that an analysis showing exemption categories be provided to the Commission at its August 18, 1997 meeting).

0281-97-8 Review of request for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-97/98	Art Commission	$350,000	Fabricate artwork consisting of 5,400 3" x 3" canvasses, tile, woodcuts, and cast acrylic cubes for installation in the International Terminal of the San Francisco International Airport.	Regular	07/01/00
4001-97/98	Public Health	$700,000	Provide on-call, back-up medical transcription services whenever there is a backlog in the various divisions of the Department of Public Health.	Regular	07/31/99
4002-97/98	Public Health	$231,281	Develop a national strategic plan for planning and coordination of tuberculosis training and education. Identify and catalogue all relevant training and education resources in the U.S.	Regular	07/30/98
4003-97/98	Mayor's Criminal Justice Council	$114,000	Provide community outreach and intervention for Hispanic youth in targeted areas, specifically, youth gang members.	Regular	06/30/98
4004-97/98	Mayor's Criminal Justice Council	$139,663	Provide community patrol, crime prevention, and counseling in the Western Addition. These services increase the safety of the Western Addition residents and visitors, specifically, elderly residents of the Rosa Parks complex.	Regular	06/30/98
4005-97/98	Airports Commission	$464,000	Provide frequent, daily public shuttle service linking Millbrae CalTrain station with Airport terminals and stops on Road R-2, McDonnell Road, and at the United Airlines' Maintenance Operations Center. No fares will be charged.	Regular	09/30/98
2061-95/96	Public Health	Increase Amount $678,000 New Amount $1,310,834	Provide tobacco prevention, cessation, evaluation and media services to implement state approved comprehensive tobacco control plan.	Continuing	06/30/98
4099-96/97	Airports Commission	Increase Amount $200,000 New Amount $295,000	Provide expert advice in selecting contracts to audit, provide peer review of audit work, or perform audit work as-needed in the specialized field of construction contract auditing.	Regular	06/30/98

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0285-97-5 **Proposed Amendment to Civil Service Commission Rule 14 - Appointments, Article VII: Employment in Class 8304 Deputy Sheriff and Class 8302 Deputy Sheriff I, Section 14.39 - Probationary Period for Class 8302 Deputy Sheriff I. (Item No. 7)**

Speakers: None.

Action: Post; refer to the Employee Relations Division, Department of Human Resources for meet and confer.

HUMAN RESOURCES DIRECTOR'S REPORT (Items No. 9 & 10)

Progress report on class consolidation project.

Action: Report received; file.

Report of exempt positions under Charter Sections 10.104-16 through 10.104-18.

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 11)

Jesus Gumban addressed the Commission regarding his past employment with the City and County of San Francisco.

ADJOURNMENT (Item No. 12)

2:50 p.m.

The meeting adjourned in honor of and in recognition of the 52nd Wedding Anniversary of Commissioner George Kosturos and his wife, Dolores, on July 15, 1997.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
8/4/97

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

ADRIENNE PON
PRESIDENT

. LEE MUNSON
CE PRESIDENT

REN CLOPTON
OMMISSIONER

GE KOSTUROS
OMMISSIONER

JUAN RIOS
OMMISSIONER

T C. WALKER
TIVE OFFICER

AGENDA

Regular Meeting
of
August 4, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

DOCUMENTS DEPT.
JUL 30 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

COMMISSION ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMENDATION

RATIFICATION AGENDA

CONSENT AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Suns Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 4, 1997
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) MINUTES

Regular Meeting of July 21, 1997.

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

(4) COMMENDATION

Commendation for Mary E. Zachary, R.N., Department of Public Health - San Francisco General Hospital, upon her retirement after forty-seven years of service.

Recommendation: Approve.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of request for approval of proposed personal services contracts. (File No. 0300-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-97/98	Human Services	$87,900	Will provide 30 days of training for Department of Human Services staff in diversity training, conflict resolution, mentoring; plus 288 hours consultation to plan, develop, implement, and assess various aspects of the Department of Human Services Long-Range Plan.	Continuing	06/30/99
2001-97/98	Retirement System	$400,000	Will act as an alternative assets consultant. Will assist the Department in developing an investment strategy to monitor the alternative assets portion of the portfolio.	Continuing	06/30/98
2002-97/98	Retirement System	$250,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2003-97/98	Retirement System	$275,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2004-97/98	Retirement System	$325,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2005-97/98	Retirement System	$185,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2006-97/98	Retirement System	$3,500,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2007-97/98	Retirement System	$2,850,000	Will direct the investment of an allocated portion of the international equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2008-97/98	Retirement System	$2,210,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2009-97/98	Retirement System	$1,550,000	Will direct the investment of an allocated portion of the international equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2010-97/98	Retirement System	$1,550,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98

File No. 0300-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2011-97/98	Retirement System	$1,350,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2012-97/98	Retirement System	$900,000	Will direct the investment of an allocated portion of the international fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2013-97/98	Retirement System	$815,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2014-97/98	Retirement System	$560,000	Will direct the investment of an allocated portion of the international fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2015-97/98	Retirement System	$440,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2016-97/98	Retirement System	$450,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2017-97/98	Retirement System	$510,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2018-97/98	Retirement System	$250,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2019-97/98	Retirement System	$180,000	Provide real estate investment management and consultants to the Retirement System; and assist the Department in creating a major real estate program.	Continuing	06/30/98
4006-97/98	Airports Commission	$54,000	Will monitor, analyze, and advocate Airport-related Federal Legislation; and interact with members of Congress.	Regular	06/30/98
4007-97/98	Assessor	$360,400	Will continue to provide technical consulting and integration services for its fee collection, fund accounting, and data collection software.	Regular	06/30/02
4008-97/98	Human Resources	$54,413	Purchase licensing applicant tracking, certification, examination development, and administration system.	Regular	06/30/98

File No. 0300-97-8 (continued)					
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4009-97/98	Community College District	$225,000	Provide mathematics staff development services for San Francisco Unified School District K-5 teachers, perform school site math support activities, and plan and present math workshops.	Regular	05/31/98
4010-97/98	Police Commission	$81,000	Provide assistance and software support for the purpose of on-going capacity management activities at the Hall of Justice Data Center.	Regular	06/30/98
4011-97/98	Sheriff's Office	$79,040	Provide horticulture classes to prisoners in the County Jail as part of the Jail Education program; classes will include lectures and practical application of gardening and greenhouse techniques focusing on both in-jail projects and post-release training.	Regular	06/30/98
073R-94/95	Public Utilities Commission	Increase Amount $497,000 New Amount $697,000	Provide essential professional engineering services including computer simulation studies of Clean Water Program (CWP) facilities, and physical modeling of new hydraulic structures.	Regular	08/04/99
4018-96/97	Public Utilities Commission	Increase Amount $600,000 New Amount $700,000	Will continue to provide engineering and construction support services to the UEB for the Priest Reservoir Bypass Project.	Regular	12/31/99

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6) Annual Report of Personal Services Contracts Award Status for Annual, Regular, and Expedited Approvals. (File No. 0301-97-1)

Recommendation: Report received, file.

(7) **Determination of future employability: resignation - services satisfactory of Colbert Dare, Housing Inspector (Class 6270), Department of Building Inspection. (File No. 0302-97-7)**

Recommendation of the Department of Building Inspection:

No future employment with the City and County of San Francisco.

(8) **Salary Survey and Certification of Wage Schedules for Transit Operators in accordance with Charter Section A8.404 for Fiscal Year 1997-98. (File No. 0294-97-3)**

Recommendation: Adopt report; certify wage schedules; forward to the Board of Supervisors.

(9) **Survey of monthly rates paid to police officers and firefighters in all cities of 350,000 population or over in the State of California. (File No. 0295-97-3)**

Recommendation: Adopt report; transmit rates to the Retirement System in accordance with Charter Section A8.590.1 - A8.590.7; provide report to the Board of Supervisors.

(10) REQUESTS TO SPEAK

(11) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

DRIENNE PON
PRESIDENT

LEE MUNSON
CE PRESIDENT

REN CLOPTON
OMMISSIONER

GE KOSTUROS
OMMISSIONER

JUAN RIOS
OMMISSIONER

T C. WALKER
TIVE OFFICER

MINUTES

Regular Meeting
August 4, 1997

DOCUMENTS DEPT.
AUG 1 0 1997
SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

CALL TO ORDER

2:25 p.m

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Excused
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Pon presided.

MINUTES

Regular Meeting of July 21, 1997.

Action: Approve.

ANNOUNCEMENTS

Due to the legal holiday occurring on Monday, September 1, 1997 (Labor Day Holiday), the Regular Civil Service Commission meeting on this date is canceled. The Commission will hold special meetings in September, if necessary, to address any emergency matters. The Civil Service Commission will meet once in September on Monday, September 15, 1997.

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

COMMENDATION

Commendation for Mary E. Zachary, R.N., Department of Public Health - San Francisco General Hospital, upon her retirement after forty-seven years of service.

Action: Approve.

0294-97-3 Salary Survey and Certification of Wage Schedules for Transit Operators in accordance with Charter Section A8.404 for Fiscal Year 1997-98. (Item No. 8)

Speakers: None.

Action: Adopt report; certify wage schedules; forward to the Board of Supervisors.

0295-97-3 Survey of monthly rates paid to police officers and firefighters in all cities of 350,000 population or over in the State of California. (Item No. 9)

Speakers: None.

Action: Adopt report; transmit rates to the Retirement System in accordance with Charter Section A8.590.1 - A8.590.7; provide report to the Board of Supervisors.

0300-97-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2000-97/98	Human Services	$87,900	Will provide 30 days of training for Department of Human Services staff in diversity training, conflict resolution, mentoring; plus 288 hours consultation to plan, develop, implement, and assess various aspects of the Department of Human Services Long-Range Plan.	Continuing	06/30/99
2001-97/98	Retirement System	$400,000	Will act as an alternative assets consultant. Will assist the Department in developing an investment strategy to monitor the alternative assets portion of the portfolio.	Continuing	06/30/98
2002-97/98	Retirement System	$250,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98

File No. 0300-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2003-97/98	Retirement System	$275,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2004-97/98	Retirement System	$325,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2005-97/98	Retirement System	$185,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2006-97/98	Retirement System	$3,500,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2007-97/98	Retirement System	$2,850,000	Will direct the investment of an allocated portion of the international equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2008-97/98	Retirement System	$2,210,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2009-97/98	Retirement System	$1,550,000	Will direct the investment of an allocated portion of the international equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2010-97/98	Retirement System	$1,550,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2011-97/98	Retirement System	$1,350,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2012-97/98	Retirement System	$900,000	Will direct the investment of an allocated portion of the international fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2013-97/98	Retirement System	$815,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98

File No. 0300-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2014-97/98	Retirement System	$560,000	Will direct the investment of an allocated portion of the international fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2015-97/98	Retirement System	$440,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2016-97/98	Retirement System	$450,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2017-97/98	Retirement System	$510,000	Will direct the investment of an allocated portion of the equity assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2018-97/98	Retirement System	$250,000	Will direct the investment of an allocated portion of the fixed income assets of the Retirement System's investment portfolio.	Continuing	06/30/98
2019-97/98	Retirement System	$180,000	Provide real estate investment management and consultants to the Retirement System; and assist the Department in creating a major real estate program.	Continuing	06/30/98
4006-97/98	Airports Commission	$54,000	Will monitor, analyze, and advocate Airport-related Federal Legislation; and interact with members of Congress.	Regular	06/30/98
4007-97/98	Assessor	$360,400	Will continue to provide technical consulting and integration services for its fee collection, fund accounting, and data collection software.	Regular	06/30/02
4008-97/98	Human Resources	$54,413	Purchase licensing applicant tracking, certification, examination development, and administration system.	Regular	06/30/98
4009-97/98	Community College District	$225,000	Provide mathematics staff development services for San Francisco Unified School District K-5 teachers, perform school site math support activities, and plan and present math workshops.	Regular	05/31/98
4010-97/98	Police Commission	$81,000	Provide assistance and software support for the purpose of on-going capacity management activities at the Hall of Justice Data Center.	Regular	06/30/98

File No. 0300-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4011-97/98	Sheriff's Office	$79,040	Provide horticulture classes to prisoners in the County Jail as part of the Jail Education program; classes will include lectures and practical application of gardening and greenhouse techniques focusing on both in-jail projects and post-release training.	Regular	06/30/98
073R-94/95	Public Utilities Commission	Increase Amount $497,000 New Amount $697,000	Provide essential professional engineering services including computer simulation studies of Clean Water Program (CWP) facilities, and physical modeling of new hydraulic structures.	Regular	08/04/99
4018-96/97	Public Utilities Commission	Increase Amount $600,000 New Amount $700,000	Will continue to provide engineering and construction support services to the UEB for the Priest Reservoir Bypass Project.	Regular	12/31/99

Speakers: PSC #s 2001-97/98 through 2019-97/98; 4018-96/97
Con: Linda Jofuku, Local 21

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser. The Commission requested the Retirement System to respond in writing by August 18, 1997 to concerns raised by Ms. Jofuku about efficiency in services provided by these contracts.

0301-97-1 Annual Report of Personal Services Contracts Award Status for Annual, Regular, and Expedited Approvals. (Item No. 6)

Speakers: None.

Action: Report received, file.

0302-97-7 Determination of future employability: resignation - services satisfactory of Colbert Dare, Housing Inspector (Class 6270), Department of Building Inspection. (Item No. 7)

Action: No future employment with the City and County of San Francisco.

REQUESTS TO SPEAK (Item No. 12)

Linda Jofuku, Local 21, expressed her frustration over the protracted process and lack of response to the request of Ramona DiMarco, Local 21 Union Officer, for reasonable accommodation as a disabled employee at the San Francisco Airport.

The Commission directed the Executive Officer to request the San Francisco Airport to coordinate with the City Attorney to respond to Ms. DiMarco's request for reasonable accommodation no later than August 11, 1997 or appear at the Commission Meeting of August 18, 1997 to explain the reasons for the delay.

ADJOURNMENT (Item No. 13)

2:44 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
8/18/97

DRIENNE PON
PRESIDENT

LEE MUNSON
CE PRESIDENT

REN CLOPTON
OMMISSIONER

GE KOSTUROS
OMMISSIONER

JUAN RIOS
OMMISSIONER

T C. WALKER
TIVE OFFICER

Public Library
Civic Center Branch
Documents Section
Box 41 (Cal)

AGENDA

Regular Meeting
of
August 18, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

DOCUMENTS DEPT.
AUG 14 1997
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER

COMMISSION ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMENDATION

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

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>
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The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshi Ordinance Task Force, 401 Van Ness Avenue, Room 402, telephone (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
August 18, 1997
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) MINUTES

Regular Meeting of August 4, 1997.

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

(4) COMMENDATION

Commendation for Mary G. Smith, Senior Departmental Personnel Officer, Department of Human Services, upon her retirement.

Recommendation: Approve.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of request for approval of proposed personal services contracts. (File No. 0313-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2020-97/98	Mayor's Office	$144,000	Will serve as federal legislative representative, appointed by the Mayor pursuant to Administrative Code 16.3-1 and ratified by the Board of Supervisors.	Continuing	06/30/98
4012-97/98	Airports Commission	$60,000	Perform as legislative advocate who will analyze issues and lobby California State Legislature on matters that will affect San Francisco International Airport.	Regular	06/30/98
4013-97/98	Airports Commission	$160,000	Will assist BPE in obtaining resource agency approvals for the Lot DD expansion, the West-of-Bayshore Resource Management Plan, and the Dikes project restoration projects.	Regular	12/31/98
4014-97/98	Airports Commission	$135,000	Will work with the City of Millbrae, various organizations, businesses, and neighborhood groups to develop final plans for the West-of-Bayshore Tree Buffer and Bayfront Park.	Regular	12/31/98
4015-97/98	Art Commission	$55,831	Will fabricate and transport 26 foot medallion at Chinatown Park, and provide consultation as needed during installation.	Regular	12/31/98
4016-97/98	Art Commission	$350,000	Will provide installation in 2 parts of four 180' x 30' "sculptural light reflectors" in the new International Terminal of San Francisco International Airport.	Regular	07/31/00
4017-97/98	Human Resources	$150,000	Will work closely with the DHR HRIS Project Team to provide ongoing system support, technical consultation, and application development projects for the HRIS System and related applications.	Regular	06/30/98
4018-97/98	Human Rights Commission	$338,360	Provide technical and special services in conducting a City-wide Surety Bond Assistance Program to enable disadvantaged contractor participants enhanced access to vital bonding resources.	Regular	06/30/98
4019-97/98	Public Works	$350,000	Provide financial and other analyses of refuse rate applications and related solid waste projects on an "as-needed" basis.	Regular	06/30/99
4020-97/98	Recreation and Parks Commission	$75,000	Provide training, work experience, and support to young persons with severe disabilities to serve as receptionist/ information/ public service trainees.	Regular	06/30/00

File No. 0313-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4021-97/98	Recreation and Parks Commission	$90,000	Will assist the department in gaining reimbursement for damages through the Federal Emergency Management Act (FEMA) and the State Office of Emergency Services (OES) for costs incurred during the winter storms of 3/95, 12/95, and 1/97.	Regular	06/30/99
4022-97/98	Retirement System	$126,500	Provide expert consulting services to assist in reviewing the corporate governance structure, board/staff interface, and communications.	Regular	06/30/98
4023-97/98	Telecommunication & Information Services	$120,000	Provide expert consultant and technical analysis services to determine the integration, interface, and implementation of a system for field incident reporting (Police Reports).	Regular	06/30/98
4024-97/98	Telecommunication & Information Services	$200,000	Will manage a grant funded project to implement Police Mobile Computing and in-field Incident Reporting.	Regular	06/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6) Determination of future employability of Raul Zamudio, Child Welfare Worker (Class 2940), Department of Human Services. (File No. 0314-97-7)

Recommendation of the Department of Human Services:

No future employment with the Department of Human Services. No future employment with the City and County of San Francisco in any classification which requires the provision of direct services and/or assessments or judgments regarding the care and service needs of children, aged or disabled, or otherwise vulnerable adults.

REGULAR AGENDA

(7) Request by Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources in the matter of the dismissal of Dianne Luckett, Clerk (Class 1404), Department of Human Services. (File No. 0268-97-1)

July 7, 1997:	Postpone to the meeting of August 18, 1997 at the request of Local 790.
Recommendation:	Adopt staff report. Approve the request of Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources on May 2, 1997. Direct that all records be amended accordingly and that the matter of the determination of future employability of Dianne Luckett be calendared at a subsequent meeting.

(8) Appeal of background rejection for Deputy Sheriff I (Class 8302) by Karen Moy. (File No. 0194-97-4)

Recommendation:	Deny the appeal of Karen Moy. Sustain the decision of the Sheriff.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(9) Determination of future employability for Shayla Frisby, Forensic Pathologist (Class 2582), Medical Examiner-Coroner's Office. (File No. 0293-97-7)

Recommendation of the Medical Examiner-Coroner's Office:

No future employment with the Medical Examiner-Coroner's Office.

HUMAN RESOURCES DIRECTOR'S REPORT

(10) Report of exempt appointments under Charter Categories 10.104-16 though 10.104-18.

(11) Progress report on class consolidation project.

(12) REQUESTS TO SPEAK

(13) ADJOURNMENT

In memory of Patricia I. Gottas, sister of Ed Gazzano, Personnel Director of the Department of Public Health, who passed away on August 5, 1997.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

DRIENNE PON
PRESIDENT

LEE MUNSON
CE PRESIDENT

REN CLOPTON
OMMISSIONER

GE KOSTUROS
OMMISSIONER

JUAN RIOS
OMMISSIONER

C. WALKER
IVE OFFICER

MINUTES

Regular Meeting
August 18, 1997

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

2:11 p.m.

DOCUMENTS DEPT.
AUG 21 1997
SAN FRANCISCO
PUBLIC LIBRARY

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Pon presided.

MINUTES

Regular Meeting of August 4, 1997

Action: Approve.

ANNOUNCEMENTS

Due to the legal holiday occurring on Monday, September 1, 1997 (Labor Day Holiday), the Regular Civil Service Commission meeting on this date is canceled. The Commission will hold special meetings in September, if necessary, to address any emergency matters. The Civil Service Commission will meet once in September on Monday, September 15, 1997.

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

0194-97-4 **Appeal of background rejection for Deputy Sheriff I (Class 8302) by Karen Moy. (Item No. 8)**

Speakers: None

Action: Postpone to the meeting of September 15, 1997 at the request of Ms. Moy.

0268-97-1 **Request by Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources in the matter of the dismissal of Dianne Luckett, Clerk (Class 1404), Department of Human Services. (Item No. 7)**

Speakers: Pro: Tod Cochran, Local 790
Con: None

July 7, 1997: Postpone to the meeting of August 18, 1997 at the request of Local 790.

Action: Adopt staff report. Approve the request of Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources on May 2, 1997. Direct that all records be amended accordingly and that the matter of the determination of future employability of Dianne Luckett be calendared at a subsequent meeting.

0293-97-7 **Determination of future employability for Shayla Frisby, Forensic Pathologist (Class 2582), Medical Examiner-Coroner's Office. (Item No. 9)**

Speakers: Pro: Michele Modena, Deputy City Attorney
Boyd Stephens, Chief Medical Examiner
Con: Tod Cochran, Attorney
Shayla Frisby

Action: Off calendar. The Commission directed the Executive Officer to research the Commission's jurisdiction on this matter.

0313-97-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2020-97/98	Mayor's Office	$144,000	Will serve as federal legislative representative, appointed by the Mayor pursuant to Administrative Code 16.3-1 and ratified by the Board of Supervisors.	Continuing	06/30/98
4012-97/98	Airports Commission	$60,000	Perform as legislative advocate who will analyze issues and lobby California State Legislature on matters that will affect San Francisco International Airport.	Regular	06/30/98
4013-97/98	Airports Commission	$160,000	Will assist BPE in obtaining resource agency approvals for the Lot DD expansion, the West-of-Bayshore Resource Management Plan, and the Dikes project restoration projects.	Regular	12/31/98
4014-97/98	Airports Commission	$135,000	Will work with the City of Millbrae, various organizations, businesses, and neighborhood groups to develop final plans for the West-of-Bayshore Tree Buffer and Bayfront Park.	Regular	12/31/98
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4016-97/98	Art Commission	$350,000	Will provide installation in 2 parts of four 180' x 30' "sculptural light reflectors" in the new International Terminal of San Francisco International Airport.	Regular	07/31/00
4017-97/98	Human Resources	$150,000	Will work closely with the DHR HRIS Project Team to provide ongoing system support, technical consultation, and application development projects for the HRIS System and related applications.	Regular	06/30/98

File No. 0313-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4018-97/98	Human Rights Commission	$338,360	Provide technical and special services in conducting a City-wide Surety Bond Assistance Program to enable disadvantaged contractor participants enhanced access to vital bonding resources.	Regular	06/30/98
4019-97/98	Public Works	$350,000	Provide financial and other analyses of refuse rate applications and related solid waste projects on an "as-needed" basis.	Regular	06/30/99
4020-97/98	Recreation and Park Commission	$75,000	Provide training, work experience, and support to young persons with severe disabilities to serve as receptionist/ information/ public service trainees.	Regular	06/30/00
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4022-97/98	Retirement System	$126,500	Provide expert consulting services to assist in reviewing the corporate governance structure, board/staff interface, and communications.	Regular	06/30/98
4023-97/98	Telecommunication & Information Services	$120,000	Provide expert consultant and technical analysis services to determine the integration, interface, and implementation of a system for field incident reporting (Police Reports).	Regular	06/30/98
4024-97/98	Telecommunication & Information Services	$200,000	Will manage a grant funded project to implement Police Mobile Computing and in-field Incident Reporting.	Regular	06/30/98
4025-97/98	Public Health	Increase Amount $160,000 New Amount $209,000	Will continue to provide consultant services to the Childhood Lead Prevention Program to analyze trends in specific demographic and geographic data.	Regular	06/30/99

File No. 0313-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-96/97	Public Utilities Commission	Increase Amount $100,000 New Amount $200,000	Provide technical advise related to the City's water operations and developed water supply modeling capabilities and operation interfaces for Hetch Hetchy resource management.	Regular	09/30/99
88-94/95	Public Utilities Commission	Increase Amount $290,000 New Amount $1,290,000	Provide power supply planning consultant services to Hetch Hetchy on an "as-needed" basis for a period of five years.	Regular	07/30/99

Speakers: None

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0314-97-7 Determination of future employability of Raul Zamudio, Child Welfare Worker (Class 2940), Department of Human Services. (Item No. 6)

Action: No future employment with the Department of Human Services. No future employment with the City and County of San Francisco in any classification which requires the provision of direct services and/or assessments or judgments regarding the care and service needs of children, aged or disabled, or otherwise vulnerable adults.

0325-97-1 Commendation for Mary G. Smith, Senior Departmental Personnel Officer, Department of Human Services, upon her retirement. (Item No. 4)

Action: Approve.

HUMAN RESOURCES DIRECTOR'S REPORT

0326-97-1 Report of exempt appointments under Charter Categories 10.104-16 though 10.104-18. (Item No. 10)

Action: Report received; file.

0327-97-1 Progress report on class consolidation project. (Item No. 11)

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 12)

Linda Jofuku, Local 21, regarding the current status of San Francisco Airport employee Ramona DiMarco's request for reasonable accommodation.

Jesus Gumban regarding past employment with the City and County of San Francisco.

ADJOURNMENT (Item No. 13)

3:20 p.m.

In memory of Patricia I. Gottas, sister of Ed Gazzano, Personnel Director of the Department of Public Health, who passed away on August 5, 1997.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
9/15/97

DRIENNE PON
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LEE MUNSON
E PRESIDENT

EN CLOPTON
MMISSIONER

E KOSTUROS
MMISSIONER

JUAN RIOS
MMISSIONER

C. WALKER
IVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

AGENDA

Regular Meeting
of
September 15, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

DOCUMENTS DEPT.
SEP 12 1997
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER

COMMISSION ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMENDATION

COMMISSIONERS' NEW BUSINESS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

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>
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The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshin Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
September 15, 1997
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Juan Rios

(2) MINUTES

Regular Meeting of August 18, 1997.

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

(4) COMMENDATION

Commendation for Norma L. Gill, Senior Personnel Analyst (Class 1244), Public Transportation Department, upon her promotion.

Recommendation: Approve.

(5) COMMISSIONERS' NEW BUSINESS

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(6) Review of request for approval of proposed personal services contracts. (File No. 0358-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-97/98	Adult Probation	$169,800	Will provide administrative staff for a community-based substance abuse program.	Regular	06/30/98
4027-97/98	Mayor's Office of Housing	$125,000	Will provide financial advisory services for the issuance of general obligation bonds that will finance affordable housing. Services include debt structuring, pre-marketing, and coordination of issuance.	Regular	12/31/99
4028-97/98	Public Transportation	$3,406,509	Will provide a variety of specialized vehicle engineering services for the implementation and completion of the procurement of 77 and 59 Light Rail Vehicles from Breda.	Regular	12/31/02
4029-97/98	Public Transportation	$1,000,000	Will provide engineering services on an as-needed basis for Muni.	Regular	07/01/00
4030-97/98	Public Transportation	$500,000	Will provide on an as-needed basis a variety of engineering services including planning, programming, designing, and analyzing of electrical and mechanical systems, railway signaling systems, radio-based communications systems and software.	Regular	12/31/99
4031-97/98	Sheriff's Office	$67,400	Will facilitate a theater and creative writing program for incarcerated men. This program addresses the issues of violent behavior and restorative justice.	Regular	06/30/98
4032-97/98	Airport Commission	$2,350,000	Prepare a Traffic and Earnings Report in connection with the sale of bonds for the Master Plan Program and provide other interim feasibility consultant services. The work on this contract is for three upcoming Master Plan bond issues.	Regular	12/31/00

File No. 0358-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4033-97/98	Airport Commission	$845,000	Represent the airlines' interests and act as their representative to ensure airline technical review of Master Plan projects, budgets, designs, and coordination of work is performed on a timely basis.	Regular	06/30/98
4034-97/98	Telecommunication & Information Services	$166,670	Will manage the structure and operation of the San Francisco Government Cable Access Channel 54 which broadcasts government meetings, hearings, and information to the public.	Regular	06/30/98
4035-97/98	Public Health	$150,000	Provide intermittent specialized gerontological care services through a gerontological nurse practitioner to a group of residents at Laguna Honda Hospital and through an advanced nurse or specialist to residents at Laguna Honda's Adult Day Center.	Regular	09/30/99
4036-97/98	Art Commission	$70,000	WritersCorps members teach creative writing classes to youth at risk in San Francisco. Members serve youth who may be incarcerated, educationally disadvantaged, homeless, or in crisis.	Regular	06/30/98
4037-97/98	Human Resources	$1,000,000	Provide a range of managed care and medical cost containment services for the Workers' Compensation program, including medical bill review and repricing, PPO administration and repricing, medical case management, and utilization review.	Regular	06/30/98
4038-97/98	Human Resources	$224,000	Provide access to and use of a proprietary workers' compensation claim file management system with check writing capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Regular	06/30/98
4039-97/98	Human Resources	$3,045,000	Provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation, and preparation of reports.	Regular	06/30/98
4040-97/98	Human Resources	$69,160	Work with DHR Systems and Operations Team to maintain and enhance the performance of the Wide Area Network and telecommunications systems for DHR. The contractor will also train the DHR IS staff to be able to maintain the DHR systems.	Regular	06/30/98

File No. 0358-97-8 (continued)					
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
0011-91/92	Public Works	Increase Amount $271,696 New Amount $448,476	Will provide professional engineering services for the completion of seismic upgrade work at San Francisco General Hospital's Plant Services Building.	Regular	07/31/98
079R-94/95	Airport Commission	Increase Amount $200,000 New Amount $1,200,000	Geotechnical assessment of all available geologic, seismic, geotechnical, and environmental reports and perform soils testing work in order to determine the properties of the underlying soils related to the construction of Airport Roadways.	Regular	12/31/00
4008-97/98	Human Resources	Increase Amount $41,919 New Amount $96,332	Purchase licenses for applicant tracking, certification, and examination development computer (software) system.	Regular	06/30/98

Recommendation: (1) Postpone PSC#s: 4037-97/98, 4038-97/98, and 4039-97/98 to the meeting of October 6, 1997 to allow time to consult with the affected employee organizations;

(2) Adopt Human Resources Director's report on the remaining contracts. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(7) **Actuarial study related to the Transit Operators Trust Fund established by Charter Section A8.404 and Civil Service Rule 6 for Fiscal Year 1996-97. (File No. 0330-97-3)**

Recommendation: Transmit actuarial study to the Board of Supervisors; Director, Department of Transportation; Controller's Office; and the Transport Workers' Union.

(8) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0363-97-1)**

Recommendation:	Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104 -1 through 10.104-12.

(9) **Request to designate Class 2830 Public Health Nurse as promotive for layoff purposes. (File No. 0364-97-9)**

Recommendation:	Adopt the Human Resources Director's report. Designate Class 2830 Public Health Nurse as promotive for layoff purposes.

(10) **Request for supplemental appropriation, Fiscal Year 1997-98, for $50,000, permanent salaries account. (File No. 0369-97-1)**

Recommendation:	Approve; forward to Mayor.

(11) **Appeal of background rejection for Deputy Sheriff I (Class 8302) by Karen Moy. (File No. 0194-97-4)**

August 18, 1997:	Postpone to the meeting of September 15, 1997 at the request of Ms. Moy.
Recommendation:	Postpone to the meeting of November 17, 1997 at the request of Ms. Moy.

REGULAR AGENDA

(12) **Appeal of the Human Resources Director's decision to deny the request for assault pay by Michael Seligsohn. (File No. 0792-95-3)**

July 7, 1997:	Adopt Human Resources Director's report. Deny the appeal of Michael Seligsohn. Sustain the Human Resources Director's decision. (Mr. Seligsohn failed to appear). This matter is being recalendared as both Mr. Seligsohn and his representative claim they did not receive notice of the July 7, 1997 meeting. A review of the record supports their assertion.
Recommendation:	Adopt Human Resources Director's report. Deny the appeal of Michael Seligsohn. Sustain the decision of the Human Resources Director.

(13) **Appeal by Phillip Fitting of the Human Resources Director's decision to defer investigation of a discrimination complaint to the United States Equal Employment Opportunity Commission. (File No. 0236-97-6)**

Recommendation:	Adopt Human Resources Director's report. Deny the appeal of Phillip Fitting. Sustain the decision of the Human Resources Director.

(14) **Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (File No. 0455-96-4)**

Recommendation:	Adopt Human Resources Director's report. Deny the appeal of James Vorrises. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(15) **Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department. (File No. 0405-95-7)**

June 5, 1995:	Over to the meeting of June 19, 1995 at the request of Local 790.
June 19, 1995:	Off calendar pending determination of jurisdictional issue.
September 18, 1995:	Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.
March 3, 1996:	Postpone to the meeting of April 1, 1996 at the request of Local 790.
April 1, 1996:	Postpone to the meeting of May 6, 1996 at the request of Local 790.
May 6, 1996:	Postpone to the meeting of June 17, 1996 at the request of the Employee Relations Division, Department of Human Resources.
June 17, 1996:	Postpone at the request of Ms. Gray's representative pending resolution of grievance.

(File No. 0405-95-7, continued)

Recommendation of the San Francisco Police Department:

Dismiss from the City and County service. No future employment with the San Francisco Police Department.

(16) **Determination of future employability: dismissal of Robert Schroer, Truck Driver (Class 7355), Department of Public Works. (File No. 0312-97-7)**

Recommendation of the Department of Public Works:

Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three year's work experience outside the City and County service. No future employment with the Department of Public Works.

(17) **Determination of future employability: dismissal of Dianne Luckett, Clerk (Class 1410), Department of Human Services. (File No. 0177-96-7)**

September 16, 1996:	Off calendar pending resolution of grievance procedure.
July 7, 1997:	Postpone to the meeting of August 18, 1997 at the request of Local 790.
August 18, 1997:	Adopt staff report. Approve the request of Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources on May 2, 1997. Direct that all records be amended accordingly and that the matter of the determination of future employability of Dianne Luckett be calendared at a subsequent meeting.

Recommendation of the Department of Human Services:

Cancel all current examination and eligibility status. Not to be employed again by the City and County of San Francisco.

HUMAN RESOURCES DIRECTOR'S REPORT

(18) Report regarding the matches used in the annual survey of Police and Firefighters salary rates under Charter Section A8.405 certified at the August 4, 1997 meeting.

(19) Progress report on class consolidation project.

(20) Report of exempt positions under Charter categories 10.104-16 through 10.104-18.

(21) Projections of exempt appointments during Fiscal Year 1997/98 under Charter Section 10.104, 1-12.

(22) Report on SIGMA - Automated Selection Management and Test Development System.

(23) **REQUESTS TO SPEAK**

(24) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

ADRIENNE PON
PRESIDENT

LEE MUNSON
ICE PRESIDENT

AREN CLOPTON
OMMISSIONER

ERGE KOSTUROS
OMMISSIONER

JUAN RIOS
OMMISSIONER

RT C. WALKER
UTIVE OFFICER

MINUTES

Regular Meeting
September 15, 1997

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

DOCUMENTS DEPT.
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PUBLIC LIBRARY

CALL TO ORDER

2:13 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Juan Rios	Excused

Commissioner Pon presided.

MINUTES

Regular Meeting of August 18, 1997.

Action: Approve.

COMMENDATION

Commendation for Norma L. Gill, Senior Personnel Analyst (Class 1244), Public Transportation Department, upon her promotion.

Action: Approve.

COMMISSIONERS' NEW BUSINESS

Commissioner Kosturos requested that the Executive Officer send a registered letter to the Chief Administrative Officer requesting that a financial statement, including all status reports, of the City Store located at Pier 39, be sent to the Commission by the meeting of October 6, 1997.

Action: Approve.

0405-95-7 Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department. (Item No. 15)

June 5, 1995:	Over to the meeting of June 19, 1995 at the request of Local 790.
June 19, 1995:	Off calendar pending determination of jurisdictional issue.
September 18, 1995:	Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.
March 3, 1996:	Postpone to the meeting of April 1, 1996 at the request of Local 790.
April 1, 1996:	Postpone to the meeting of May 6, 1996 at the request of Local 790.
May 6, 1996:	Postpone to the meeting of June 17, 1996 at the request of the Employee Relations Division, Department of Human Resources.
June 17, 1996:	Postpone at the request of Mr. Belamide's representative pending resolution of grievance.
Speakers:	None.
Action:	Postpone to the meeting of October 20, 1997 at the request of Local 790.

0792-95-3 Appeal of the Human Resources Director's decision to deny the request for assault pay by Michael Seligsohn. (Item No. 12)

July 7, 1997: Adopt Human Resources Director's report. Deny the appeal of Michael Seligsohn. Sustain the Human Resources Director's decision. (Mr. Seligsohn failed to appear). This matter is being recalendared as both Mr. Seligsohn and his representative claim they did not receive notice of the July 7, 1997 meeting. A review of the record supports their assertion.

Speakers:
Pro: Janet Bosnich-Seijas, Department of Human Resources
Tamara George, Public Utilities Commission
Con: Ed Lieberman, Business Agent, Local 3

Action:

1. Rescind Civil Service Commission action of July 7, 1997.
2. Off calendar; refer to the Human Resources Director for review.

0177-96-7 Determination of future employability: dismissal of Dianne Luckett, Clerk (Class 1404), Department of Human Services. (Item No. 17)

September 16, 1996: Off calendar pending resolution of grievance procedure.

July 7, 1997: Postpone to the meeting of August 18, 1997 at the request of Local 790.

August 18, 1997: Adopt staff report. Approve the request of Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources on May 2, 1997. Direct that all records be amended accordingly and that the matter of the determination of future employability of Dianne Luckett be calendared at a subsequent meeting.

Speakers: None.

Action: Postpone to the meeting of October 20, 1997 at the request of Local 790.

0455-96-4 **Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (Item No. 14)**

Speakers: None.

Action: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

0194-97-4 **Appeal of background rejection for Deputy Sheriff I (Class 8302) by Karen Moy. (Item No. 11)**

August 18, 1997: Postpone to the meeting of September 15, 1997 at the request of Ms. Moy.

Speakers: None.

Action: Postpone to the meeting of November 17, 1997 at the request of Ms. Moy.

0236-97-6 **Appeal by Phillip Fitting of the Human Resources Director's decision to defer investigation of a discrimination complaint to the United States Equal Employment Opportunity Commission. (Item No. 13)**

Speakers: None.

Action: Adopt Human Resources Director's report. Deny the appeal of Phillip Fitting. Sustain the decision of the Human Resources Director. (Mr. Fitting failed to appear.)

0312-97-7 Determination of future employability: dismissal of Robert Schroer, Truck Driver (Class 7355), Department of Public Works. (Item No. 16)

Speakers: Pro: Jim Horan, Department of Public Works
Con: Leo Arnold, Attorney

Action: Cancel any current examination and eligibility status. Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of three years' work experience outside the City and County service. No future employment with the Department of Public Works.

0330-97-3 Actuarial study related to the Transit Operators Trust Fund established by Charter Section A8.404 and Civil Service Rule 6 for Fiscal Year 1996-97. (Item No. 7)

Speakers: None.

Action: Postpone to the meeting of November 3, 1997 at the request of the Transport Workers' Union.

0358-97-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4026-97/98	Adult Probation	$169,800	Will provide administrative staff for a community-based substance abuse program.	Regular	06/30/98
4027-97/98	Mayor's Office of Housing	$125,000	Will provide financial advisory services for the issuance of general obligation bonds that will finance affordable housing. Services include debt structuring, pre-marketing, and coordination of issuance.	Regular	12/31/99
4028-97/98	Public Transportation	$3,406,509	Will provide a variety of specialized vehicle engineering services for the implementation and completion of the procurement of 77 and 59 Light Rail Vehicles from Breda.	Regular	12/31/02
4029-97/98	Public Transportation	$1,000,000	Will provide engineering services on an as-needed basis for Muni.	Regular	07/01/00

File No. 0358-97-8 (continued)					
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4030-97/98	Public Transportation	$500,000	Will provide on an as-needed basis a variety of engineering services including planning, programming, designing, and analyzing of electrical and mechanical systems, railway signaling systems, radio-based communications systems and software.	Regular	12/31/99
4031-97/98	Sheriff's Office	$67,400	Will facilitate a theater and creative writing program for incarcerated men. This program addresses the issues of violent behavior and restorative justice.	Regular	06/30/98
4032-97/98	Airport Commission	$2,350,000	Prepare a Traffic and Earnings Report in connection with the sale of bonds for the Master Plan Program and provide other interim feasibility consultant services. The work on this contract is for three upcoming Master Plan bond issues.	Regular	12/31/00
4033-97/98	Airport Commission	$845,000	Represent the airlines' interests and act as their representative to ensure airline technical review of Master Plan projects, budgets, designs, and coordination of work is performed on a timely basis.	Regular	06/30/98
4034-97/98	Telecommunication & Information Services	$166,670	Will manage the structure and operation of the San Francisco Government Cable Access Channel 54 which broadcasts government meetings, hearings, and information to the public.	Regular	06/30/98
4035-97/98	Public Health	$150,000	Provide intermittent specialized gerontological care services through a gerontological nurse practitioner to a group of residents at Laguna Honda Hospital and through an advanced nurse or specialist to residents at Laguna Honda's Adult Day Center.	Regular	09/30/99
4036-97/98	Art Commission	$70,000	WritersCorps members teach creative writing classes to youth at risk in San Francisco. Members serve youth who may be incarcerated, educationally disadvantaged, homeless, or in crisis.	Regular	06/30/98
4037-97/98 **Postpone to 10/6/97**	Human Resources	$1,000,000	Provide a range of managed care and medical cost containment services for the Workers' Compensation program, including medical bill review and repricing, PPO administration and repricing, medical case management, and utilization review.	Regular	06/30/98

File No. 0358-97-8 (continued)

PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4038-97/98 **Postpone to 10/6/97**	Human Resources	$224,000	Provide access to and use of a proprietary workers' compensation claim file management system with check writing capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Regular	06/30/98
4039-97/98 **Postpone to 10/6/97**	Human Resources	$3,045,000	Provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation, and preparation of reports.	Regular	06/30/98
4040-97/98	Human Resources	$69,160	Work with DHR Systems and Operations Team to maintain and enhance the performance of the Wide Area Network and telecommunications systems for DHR. The contractor will also train the DHR IS staff to be able to maintain the DHR systems.	Regular	06/30/98
0011-91/92	Public Works	Increase Amount $271,696 New Amount $448,476	Will provide professional engineering services for the completion of seismic upgrade work at San Francisco General Hospital's Plant Services Building.	Regular	07/31/98
079R-94/95	Airport Commission	Increase Amount $200,000 New Amount $1,200,000	Geotechnical assessment of all available geologic, seismic, geotechnical, and environmental reports and perform soils testing work in order to determine the properties of the underlying soils related to the construction of Airport Roadways.	Regular	12/31/00
4008-97/98	Human Resources	Increase Amount $41,919 New Amount $96,332	Purchase licenses for applicant tracking, certification, and examination development computer (software) system.	Regular	06/30/98

Speakers: None.

Action: (1) Postpone PSC#s: 4037-97/98, 4038-97/98, and 4039-97/98 to the meeting of October 6, 1997 to allow time to consult with the affected employee organizations;

(2) Adopt Human Resources Director's report on the remaining contracts. Notify the offices of the Controller and the Purchaser.

0364-97-9 **Request to designate Class 2830 Public Health Nurse as promotive for layoff purposes. (Item No. 9)**

Speakers: None.

Action: Adopt the Human Resources Director's report. Designate Class 2830 Public Health Nurse as promotive for layoff purposes.

0363-97-1 **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 8)**

Speakers: None.

Action: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104 -1 through 10.104-12.

0369-97-1 **Request for supplemental appropriation, Fiscal Year 1997-98, for $50,000, permanent salaries account. (Item No. 10)**

Speakers: None.

Action: Approve; forward to Mayor.

HUMAN RESOURCES DIRECTOR'S REPORT

0366-97-3 **Report regarding the matches used in the annual survey of Police and Firefighters salary rates under Charter Section A8.405 certified at the August 4, 1997 meeting. (Item No. 18)**

Action: Report received; file.

0370-97-1 **Report of exempt positions under Charter categories 10.104-16 through 10.104-18. (Item No. 20)**

Action: Report received; file.

0371-97-1 **Projections of exempt appointments during Fiscal Year 1997-98 under Charter Section 10.104, 1-12. (Item No. 21)**

Action: Report received; file.

0372-97-1 **Report on SIGMA - Automated Selection Management and Test Development System. (Item No. 22)**

Action: Report received; file.

0386-97-1 **Progress report on class consolidation project. (Item No. 19)**

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 23)

None.

ADJOURNMENT (Item No. 24)

3:15 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

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Main Library, Civic Center
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Box 41 (AG)

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

AREN CLOPTON
COMMISSIONER

GEORGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

ALBERT C. WALKER
XECUTIVE OFFICER

AGENDA

Regular Meeting
of
October 6, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

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Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on disability access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshin Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 6, 1997
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson

(2) MINUTES

Special Meeting of September 15, 1997.

Regular Meeting of September 15, 1997.

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of request for approval of proposed personal services contracts. (File No. 0358-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4037-97/98	Human Resources	$1,000,000	Provide a range of managed care and medical cost containment services for the Workers' Compensation program, including medical bill review and repricing, PPO administration and repricing, medical case management, and utilization review.	Regular	06/30/98
4038-97/98	Human Resources	$224,000	Provide access to and use of a proprietary workers' compensation claim file management system with check writing capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Regular	06/30/98
4039-97/98	Human Resources	$3,045,000	Provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation, and preparation of reports.	Regular	06/30/98

September 15, 1997:	Postpone PSC#s: 4037-97/98, 4038-97/98, and 4039-97/98 to the meeting of October 6, 1997 to allow time to consult with the affected employee organizations.
Recommendation	Adopt Human Resources Director's. Notify the offices of the Controller and the Purchaser.

(5) Review of request for approval of proposed personal services contracts. (File No. 0400-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-97/98	Airport Commission	$110,000	Development and implementation of the Airport Landscape Master Plan which incorporates the new International Terminal along with other new buildings, facilities, roadways, etc., covering the entire Airport property.	Regular	12/31/01
4042-97/98	Art Commission	$60,000	Provide logistical and scheduling coordination, communication, fund raising, and documentation and evaluation tools for a community-based planning project related to Asian American and Pacific Islander-based art groups and artists.	Regular	04/01/99
4043-97/98	Juvenile Probation	$126,000	Provide court ordered home detention and supervision services for up to 20 youth, on a daily basis, to insure that they adhere to the conditions of their release.	Regular	06/30/98
4044-97/98	Juvenile Probation	$183,750	Provide pre-placement shelter services for delinquent youth. Program is an alternative to detention at Juvenile Hall and is intended to prepare youth for long-term placement by providing residential services in a treatment setting.	Regular	06/30/98
4045-97/98	Juvenile Probation	$315,000	Provide intensive home based supervision for high risk youth on probation. These youth will have daily contact with case managers for a 6-month period.	Regular	06/30/98
4046-97/98	Juvenile Probation	$99,000	Provide community reintegration services for youth who have been confined at Log Cabin Ranch School. Services include: comprehensive needs assessments, intensive supervision, vocational training, and counseling.	Regular	09/30/98
4047-97/98	Retirement System	$330,000	Will direct the investment of an allocated portion of the domestic equity assets of the Retirement System's investment portfolio.	Regular	06/30/98
4048-97/98	Retirement System	$250,000	Will be the custodial agent of the retirement trust fund's assets.	Regular	06/30/98
4049-97/98	Retirement System	$150,000	Will provide actuarial services for the Retirement System.	Regular	06/30/98
4050-97/98	Public Works	$130,000	Provide consulting services for solid waste rate methodologies, solid waste regulatory system restructuring, performance incentives, and other solid waste projects on as "as-needed" basis.	Regular	06/30/99

File No. 0400-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4051-97/98	Public Works	$150,000	Will develop a conceptual plan for the Civic Center Historic District; prepare economic feasibility studies; and engineering systems studies.	Regular	07/31/98
4053-97/98	Purchaser	$950,000	Will repair body damage to city-owned cars, trucks, and vans; and then paint vehicles.	Regular	11/30/99
4054-97/98	Purchaser	$350,000	Will repair and overhaul automatic transmissions in city-owned cars and trucks.	Regular	11/30/99
4055-97/98	Public Utilities Commission	$100,000	Furnish and install telescoping gates and a traffic warning device at the west and east entrances of the Oceanside Plant. Work shall include providing and installing the gates and servicing the gates for five years.	Regular	06/30/98
014X-94/95	Public Utilities Commission	Increase Amount $100,000 New Amount $400,000	Will review and renew PUC leases and permits to reduce existing backlog and mitigate potential loss of revenue to the City. Analyze new potential for use of PUC lands to generate additional revenue.	Regular	12/31/98
034R-94/95	Public Utilities Commission	Increase Amount $50,000 New Amount $904,000	Provides as-needed consulting services to aid the City Attorney and Hetch Hetchy in contract policy assistance, consulting work on the Hetch Hetchy system, and utility regulation monitoring.	Regular	09/30/98
085R-94/95	Public Utilities Commission	Increase Amount $70,000 New Amount $1,394,500	Provide services to assist staff in the general resource planning, modeling, and engineering analysis to evaluate the Hetch Hetchy system, provide litigation support in the Bay-Delta proceedings, and aid in securing funding for the Bay-Delta restoration.	Regular	10/31/98
387-94/95	Public Utilities Commission	Increase Amount $380,000 New Amount $3,710,058	Provide professional services for the Water Department's development application submitted to the City of Pleasanton to obtain land use and development entitlements for a mixed-use project on surplus Department lands.	Regular	03/31/98
4052-97/98	Public Health	Increase Amount $49,000 New Amount $98,000	Provide design of exterior and interior signage programs for the San Francisco General Hospital Medical Center, the Mental Health Rehabilitation Facility, and the 20 affiliated Community Health Network clinics.	Regular	06/30/98

File No. 0400-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4056-97/98	Sheriff's Office	Increase Amount $60,000 New Amount $100,000	Will provide a domestic violence intervention class for men who batter or commit other violent acts. Class instruction includes identification of violent behavior, principles of accountability, and methods of how to change behavior.	Regular	06/30/98

Recommendation Adopt Human Resources Director's. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(6) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0401-97-1)**

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104 -1 through 10.104-12.

(7) **Request for permanent appointment of Michael Fowler, Charles Rozeville, and Stanley Watkins in Class 2312 Licensed Vocational Nurse under Civil Service Commission Rule 21.14.3. (File No. 0402-97-2)**

Recommendation: Adopt the Human Resources Director's report. Approve request for the permanent appointment of Michael Fowler, Charles Rozeville, and Stanley Watkins in Class 2312 Licensed Vocational Nurse under Civil Service Commission Rule 21.14.3.

REGULAR AGENDA

(8) **Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (File No. 0455-96-4)**

September 15, 1997: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

Recommendation: Adopt Human Resources Director's report. Deny the appeal of James Vorrises. Sustain the decision of the Human Resources Director.

(9) **Appeal by Jennifer Wise of the San Francisco Fire Department's denial of request to identify as Asian. (File No. 0250-97-6)**

Recommendation: Adopt report. Deny the appeal of Jennifer Wise. Sustain the decision of the Department of Human Resources.

EMPLOYEE SEPARATIONS AGENDA

As soon after 2:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(10) **Determination of future employability: termination of provisional appointment of Alexis Alexander, Medical Evaluations Assistant (Class 2430), Department of Public Health. (File No. 0337-97-7)**

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

(11) **Determination of future employability: entrance probationary termination of Laurent Dela Cruz, Fingerprint Technician I (Class 8249), San Francisco Police Department. (File No. 0352-97-7)**

Recommendation of the San Francisco Police Department:

No future employment with the San Francisco Police Department.

(12) **Determination of future employability: dismissal of Harold Johnson, Police Officer (Class Q-2), San Francisco Police Department. (File No. 0353-97-7)**

Recommendation of the San Francisco Police Department:

No future employment with the San Francisco Police Department.

(13) **Determination of future employability: entrance probationary termination of Julie Robinson, Supervising Clinical Psychologist (Class 2576), Department of Public Health. (File No. 0354-97-7)**

Recommendation of the Department of Public Health:

No restrictions on future employment.

HUMAN RESOURCES DIRECTOR'S REPORT

(14) **Status report of exempt appointments under Charter Section 10.104. (File No. 0403-97-1)**

(15) **REQUESTS TO SPEAK**

(16) **ADJOURNMENT**

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/6/97

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

AREN CLOPTON
COMMISSIONER

RGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

ERT C. WALKER
UTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
October 6, 1997

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

DOCUMENTS DEPT.
OCT 10 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:20 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present

Commissioner Pon presided.

MINUTES

Special Meeting of September 15, 1997.

Action: Approve.

Regular Meeting of September 15, 1997.

Action: Approve.

0455-96-4 **Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (Item No. 8)**

September 15, 1997: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

Speakers: None.

Action: Postpone to the meeting of October 20, 1997 at the request of Mr. Vorrises.

0250-97-6 **Appeal by Jennifer Wise of the San Francisco Fire Department's denial of request to identify as Asian. (Item No. 9)**

Speakers: None.

Action: Postpone to the meeting of October 20, 1997 at the request of Ms. Wise.

0337-97-7 **Determination of future employability: termination of provisional appointment of Alexis Alexander, Medical Evaluations Assistant (Class 2430), Department of Public Health. (Item No. 10)**

Speakers:
Pro: Shelley Samuels, Department of Public Health
Joani Marcher, Department of Public Health
Con: Alexis Alexander

Action: Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

0352-97-7 **Determination of future employability: entrance probationary termination of Laurent Dela Cruz, Fingerprint Technician I (Class 8249), San Francisco Police Department. (Item No. 11)**

Speakers: None.

Action: No future employment with the San Francisco Police Department. (Mr. Dela Cruz failed to appear).

0353-97-7 **Determination of future employability: dismissal of Harold Johnson, Police Officer (Class Q-2), San Francisco Police Department. (Item No. 12)**

Speakers: Pro: Captain Antonio Parra
Con: John Prentice, Esq.
Harold Johnson

Action: Future employment with the San Francisco Police Department subject to the review and approval of the Chief of Police after five years of satisfactory employment.

0354-97-7 **Determination of future employability: entrance probationary termination of Julie Robinson, Supervising Clinical Psychologist (Class 2576), Department of Public Health. (Item No. 13)**

Speakers: None.

Action: Postponed to the meeting of October 20, 1997 at the request of Ms. Robinson.

0358-97-8 **Review of request for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4037-97/98	Human Resources	$1,000,000	Provide a range of managed care and medical cost containment services for the Workers' Compensation program, including medical bill review and repricing, PPO administration and repricing, medical case management, and utilization review.	Regular	06/30/98
4038-97/98	Human Resources	$224,000	Provide access to and use of a proprietary workers' compensation claim file management system with check writing capabilities, and technical personnel to maintain both the hardware and software required to operate the system.	Regular	06/30/98
4039-97/98	Human Resources	$3,045,000	Provide complete workers' compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation, and preparation of reports.	Regular	06/30/98

0358-97-8 Continued. (Item No. 4)

September 15, 1997: Postpone PSC#s: 4037-97/98, 4038-97/98, and 4039-97/98 to the meeting of October 6, 1997 to allow time to consult with the affected employee organizations.

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0400-97-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-97/98	Airport Commission	$110,000	Development and implementation of the Airport Landscape Master Plan which incorporates the new International Terminal along with other new buildings, facilities, roadways, etc., covering the entire Airport property.	Regular	12/31/01
4042-97/98	Art Commission	$60,000	Provide logistical and scheduling coordination, communication, fund raising, and documentation and evaluation tools for a community-based planning project related to Asian American and Pacific Islander-based art groups and artists.	Regular	04/01/99
4043-97/98	Juvenile Probation	$126,000	Provide court ordered home detention and supervision services for up to 20 youth, on a daily basis, to insure that they adhere to the conditions of their release.	Regular	06/30/98
4044-97/98	Juvenile Probation	$183,750	Provide pre-placement shelter services for delinquent youth. Program is an alternative to detention at Juvenile Hall and is intended to prepare youth for long-term placement by providing residential services in a treatment setting.	Regular	06/30/98
4045-97/98	Juvenile Probation	$315,000	Provide intensive home based supervision for high risk youth on probation. These youth will have daily contact with case managers for a 6-month period.	Regular	06/30/98

File No. 0400-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4046-97/98	Juvenile Probation	$99,000	Provide community reintegration services for youth who have been confined at Log Cabin Ranch School. Services include: comprehensive needs assessments, intensive supervision, vocational training, and counseling.	Regular	09/30/98
4047-97/98	Retirement System	$330,000	Will direct the investment of an allocated portion of the domestic equity assets of the Retirement System's investment portfolio.	Regular	06/30/98
4048-97/98	Retirement System	$250,000	Will be the custodial agent of the retirement trust fund's assets.	Regular	06/30/98
4049-97/98	Retirement System	$150,000	Will provide actuarial services for the Retirement System.	Regular	06/30/98
4050-97/98	Public Works	$130,000	Provide consulting services for solid waste rate methodologies, solid waste regulatory system restructuring, performance incentives, and other solid waste projects on as "as-needed" basis.	Regular	06/30/99
4051-97/98	Public Works	$150,000	Will develop a conceptual plan for the Civic Center Historic District; prepare economic feasibility studies; and engineering systems studies.	Regular	07/31/98
4053-97/98	Purchaser	$950,000	Will repair body damage to city-owned cars, trucks, and vans; and then paint vehicles.	Regular	11/30/99
4054-97/98	Purchaser	$350,000	Will repair and overhaul automatic transmissions in city-owned cars and trucks.	Regular	11/30/99
4055-97/98	Public Utilities Commission	$100,000	Furnish and install telescoping gates and a traffic warning device at the west and east entrances of the Oceanside Plant. Work shall include providing and installing the gates and servicing the gates for five years.	Regular	06/30/98
014X-94/95	Public Utilities Commission	Increase Amount $100,000 New Amount $400,000	Will review and renew PUC leases and permits to reduce existing backlog and mitigate potential loss of revenue to the City. Analyze new potential for use of PUC lands to generate additional revenue.	Regular	12/31/98
034R-94/95	Public Utilities Commission	Increase Amount $50,000 New Amount $904,000	Provides as-needed consulting services to aid the City Attorney and Hetch Hetchy in contract policy assistance, consulting work on the Hetch Hetchy system, and utility regulation monitoring.	Regular	09/30/98

File No. 0400-97-8 (continued)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
085R-94/95	Public Utilities Commission	Increase Amount $70,000 New Amount $1,394,500	Provide services to assist staff in the general resource planning, modeling, and engineering analysis to evaluate the Hetch Hetchy system, provide litigation support in the Bay-Delta proceedings, and aid in securing funding for the Bay-Delta restoration.	Regular	10/31/98
387-94/95	Public Utilities Commission	Increase Amount $380,000 New Amount $3,710,058	Provide professional services for the Water Department's development application submitted to the City of Pleasanton to obtain land use and development entitlements for a mixed-use project on surplus Department lands.	Regular	03/31/98
4052-97/98	Public Health	Increase Amount $49,000 New Amount $98,000	Provide design of exterior and interior signage programs for the San Francisco General Hospital Medical Center, the Mental Health Rehabilitation Facility, and the 20 affiliated Community Health Network clinics.	Regular	06/30/98
4056-97/98	Sheriff's Office	Increase Amount $60,000 New Amount $100,000	Will provide a domestic violence intervention class for men who batter or commit other violent acts. Class instruction includes identification of violent behavior, principles of accountability, and methods of how to change behavior.	Regular	06/30/98

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0401-97-1 Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 6)

Speakers: Reginald Smith, District Attorney's Office
Ann Courtright, Controller's Office

Action: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104-1 through 10.104-12.

0402-97-2 Request for permanent appointment of Michael Fowler, Charles Rozeville, and Stanley Watkins in Class 2312 Licensed Vocational Nurse under Civil Service Commission Rule 21.14.3. (Item No. 7)

Speakers: None.

Action: Postpone to the meeting of October 20, 1997 at the request of the Department of Public Health.

HUMAN RESOURCES DIRECTOR'S REPORT

0403-97-1 Status report of exempt appointments under Charter Section 10.104. (Item No. 14)

Action: Report received, filed.

REQUESTS TO SPEAK (Item No. 15)

None.

ADJOURNMENT (Item No. 16)

3:20 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
10/20/97

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

ORGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

ERT C. WALKER
CUTIVE OFFICER

AGENDA

San Francisco Public Library
Main Library, Civic Center
Attn: Kate Wingerson
Box 41 (AG)

Regular Meeting
of
October 20, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

DOCUMENTS DEPT.
OCT 16 1997
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

- If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.
- If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
- For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

- For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

  1. Opening summary of case (brief overview);
  2. Discussion of evidence;
  3. Corroborating witnesses, if necessary; and
  4. Closing remarks.

  The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings
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H. Speaking before the Civil Service Commission
Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access
The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

> The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.
>
> Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.
>
> The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.
>
> Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)
Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
October 20, 1997
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson

(2) **MINUTES**

Special Meeting of October 6, 1997.

Regular Meeting of October 6, 1997.

(3) **ANNOUNCEMENTS**

Announcement of changes to agenda.

Other announcements.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of request for approval of proposed personal services contracts. (File No. 0422-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4057-97/98	Public Works	$6,000,000	Provide as-needed labor, materials, and equipment required to perform asbestos, lead, and other hazardous materials abatement services.	Regular	06/30/99
4058-97/98	Recreation & Parks Commission	$400,000	To inventory and evaluate approximately 30 park sites, develop recommendations for preservation and restoration of each site, and develop recommendations for implementing a Significant Natural Resources Areas Management Plan.	Regular	01/01/03
4059-97/98	Public Works	$1,420,000	Provide and coordinate a volunteer neighborhood tree planting organization including locating and preparing tree basins, purchasing trees and planting materials, providing the Department of Public Works with completed tree permit applications, and monthly reports of trees planted by address.	Regular	06/30/00
4154-96-97	Public Health	Increase Amount $70,000 New Amount $150,000	Provide planning and project management on Labor, Delivery, Recovery, and Postpartum Suite Close-Out; remodeling of Radiology, Cardiac Catheterization Lab, Anesthesia, and Administration Suite offices.	Regular	06/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(5) **Draft response by the Civil Service Commission to the 1996-97 Civil Grand Jury Reports on "The Hiring Process" and "Workers' Compensation." (File No. 0423-97-1)**

Recommendation:	Adopt; transmit to the Grand Jury, Superior Court, and the Board of Supervisors by October 29, 1997.

(6) **Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0424-97-1)**

Recommendation:	Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104 -1 through 10.104-12.

(7) **Request for permanent appointment of Robert Michael Fowler, Charles Rozeville, Stanley Watkins, Teresa Garcia, Patricia McMillon, and Dorothy Smith in Class 2312 Licensed Vocational Nurse under Civil Service Commission Rule 21.14.3. (File No. 0402-97-2)**

October 6, 1997:	Postpone to the meeting of October 20, 1997 at the request of the Department of Public Health.
Recommendation:	Adopt the Human Resources Director's report. Approve request for the permanent appointment of Robert Michael Fowler, Charles Rozeville, Stanley Watkins, Teresa Garcia, Patricia McMillon, and Dorothy Smith in Class 2312 Licensed Vocational Nurse under Civil Service Commission Rule 21.14.3.

REGULAR AGENDA

(8) Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (File No. 0455-96-4)

September 15, 1997: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Mr. Vorrises.

Recommendation: Adopt Human Resources Director's report. Deny the appeal of James Vorrises. Sustain the decision of the Human Resources Director.

(9) Appeal by Jennifer Wise of the denial of request to identify as Asian, San Francisco Fire Department. (File No. 0250-97-6)

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Ms. Wise.

Recommendation: Adopt report. Deny the appeal of Jennifer Wise. Sustain the decision of the Department of Human Resources.

(10) Appeal by Clarence Block of background rejection for Class 8302 Deputy Sheriff I, Sheriff Department. (File No. 0204-97-4)

Recommendation: Adopt report. Deny the appeal of Clarence Block. Sustain the decision of the Sheriff.

(11) Appeal by Roderick Skinner of background rejection for Class Q-2 Police Officer, San Francisco Police Department. (File No. 0332-97-4)

Recommendation: Adopt report. Deny the appeal of Roderick Skinner. Sustain the decision of the Chief of Police.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(12) Determination of future employability: entrance probationary termination of Julie Robinson, Supervising Clinical Psychologist (Class 2576), Department of Public Health. (File No. 0354-97-7)

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Ms. Robinson.

Recommendation of the Department of Public Health:

No restrictions on future employment.

(13) Determination of future employability: dismissal of E. Brian Normandy, Police Officer Class Q-2, San Francisco Police Department. (File No. 0887-94-7)

November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney.

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.

February 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.

May 1, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.

August 7, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.

September 18, 1995: Over to the Special Meeting of January 8, 1996 at the request of Mr. Normandy's representative.

January 8, 1996: Off calendar at the request of Mr. Normandy's representative pending resolution of discrimination complaint.

(13) Continued. (File No. 0887-94-7)

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service. No future employment with the San Francisco Police Department.

(14) Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department. (File No. 0215-95-7)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790.

June 19, 1995: Off calendar pending determination of jurisdictional issue.

September 18, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

March 3, 1996: Postpone to the meeting of April 1, 1996 at the request of Local 790.

April 1, 1996: Postpone to the meeting of May 6, 1996 at the request of Local 790.

May 6, 1996: Postpone to the meeting of June 17, 1996 at the request of the Employee Relations Division, Department of Human Resources.

June 17, 1996: Postpone at the request of Mr. Belamide's representative pending resolution of grievance.

September 15, 1997: Postpone to the meeting of October 20, 1997 at the request of Local 790.

Recommendation of the San Francisco Police Department:

Dismiss from the City and County Service. No future employment with the San Francisco Police Department.

(15) Determination of future employability: dismissal of Dianne Luckett, Clerk (Class 1404), Department of Human Services. (File No. 0177-96-7)

September 16, 1996: Off calendar pending resolution of grievance procedure.

July 7, 1997: Postpone to the meeting of August 18, 1997 at the request of Local 790.

(15) Continued. (File No. 0177-96-7)

August 18, 1997: Adopt staff report. Approve the request of Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources on May 2, 1997. Direct that all records be amended accordingly and that the matter of the determination of future employability of Dianne Luckett be calendared at a subsequent meeting.

September 15, 1997: Postpone to the meeting of October 20, 1997 at the request of Local 790.

Recommendation of the Department of Social Services:

Cancel any current examination and eligibility status. No future employment with the City and County of San Francisco.

(16) Determination of future employability: entrance probationary termination of Richard Schneider, Parts Storekeeper (Class 1929), Public Transportation Department. (File No. 0280-96-7)

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

July 15, 1996: Over to the meeting of August 5, 1996 at the request of the Public Transportation Department.

August 5, 1996: Postpone pending resolution of Equal Employment Opportunity Commission complaint.

Recommendation of the Department of Public Transportation:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Public Transportation Department.

HUMAN RESOURCES DIRECTOR'S REPORT

(17) Status report of exempt appointments under Charter Section 10.104-16 through 10.104-18. (File No. 0425-97-1)

(18) Progress report on class consolidation project. (File No. 0426-97-1)

(19) REQUESTS TO SPEAK

(20) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

/20/97

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

ORGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

ERT C. WALKER
CUTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

MINUTES

DOCUMENTS DEPT.
OCT 24 1997
SAN FRANCISCO
PUBLIC LIBRARY

Regular Meeting
October 20, 1997

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

2:12 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present

Commissioner Pon presided.

MINUTES

Special Meeting of October 6, 1997.

Action: Approve.

Regular Meeting of October 6, 1997.

Action: Approve.

25 VAN NESS AVENUE, SUITE 720 ● SAN FRANCISCO, CA 94102-6033 ● (415) 252-3247 ● FAX (415) 252-3260

0887-94-7 Determination of future employability: dismissal of E. Brian Normandy, Police Officer Class Q-2, San Francisco Police Department. (Item No. 13)

November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney.

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.

February 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.

May 1, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.

August 7, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.

September 18, 1995: Over to the Special Meeting of January 8, 1996 at the request of Mr. Normandy's representative.

January 8, 1996: Off calendar at the request of Mr. Normandy's representative pending resolution of discrimination complaint.

Speakers: None.

Action: Postpone to the meeting of November 3, 1997 at the request of Mr. Normandy's representative.

0215-95-7 Determination of future employability: entrance probationary termination of Emmanuel Belamide, Police Communications Dispatcher (Class 8238), San Francisco Police Department. (Item No. 14)

June 5, 1995: Over to the meeting of June 19, 1995 at the request of Local 790.

June 19, 1995: Off calendar pending determination of jurisdictional issue.

0215-95-7 Continued.

September 18, 1995: Over to the meeting of March 4, 1996 at the request of Mr. Belamide's attorney.

March 3, 1996: Postpone to the meeting of April 1, 1996 at the request of Local 790.

April 1, 1996: Postpone to the meeting of May 6, 1996 at the request of Local 790.

May 6, 1996: Postpone to the meeting of June 17, 1996 at the request of the Employee Relations Division, Department of Human Resources.

June 17, 1996: Postpone at the request of Mr. Belamide's representative pending resolution of grievance.

September 15, 1997: Postpone to the meeting of October 20, 1997 at the request of Local 790.

Speakers:
Pro: Lt. Tom Donohoe, Police Department.
Con: Tod Cochran, Attorney.
Emmanuel Belamide.

Action: Dismiss from the City and County Service. No restrictions on future employment.

0177-96-7 Determination of future employability: dismissal of Dianne Luckett, Clerk (Class 1404), Department of Human Services. (Item No. 15)

September 16, 1996: Off calendar pending resolution of grievance procedure.

July 7, 1997: Postpone to the meeting of August 18, 1997 at the request of Local 790.

August 18, 1997: Adopt staff report. Approve the request of Local 790 to rescind administrative action taken under Civil Service Commission Rules by the Department of Human Resources on May 2, 1997. Direct that all records be amended accordingly and that the matter of the determination of future employability of Dianne Luckett be calendared at a subsequent meeting.

0177-96-7 Continued.

September 15, 1997: Postpone to the meeting of October 20, 1997 at the request of Local 790.

Speakers: Pro: Susan Chapman, Department of Human Services.
Con: Tod Cochran, Attorney.

Action: Cancel any current examination and eligibility status. No future employment with the Department of Human Services.

0280-96-7 Determination of future employability: entrance probationary termination of Richard Schneider, Parts Storekeeper (Class 1929), Public Transportation Department. (Item No. 16)

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

July 15, 1996: Over to the meeting of August 5, 1996 at the request of the Public Transportation Department.

August 5, 1996: Postpone pending resolution of Equal Employment Opportunity Commission complaint.

Speakers: None.

Action: Postpone to the meeting of November 3, 1997 at the request of the Public Transportation Department.

0455-96-4 Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (Item No. 8)

September 15, 1997: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Mr. Vorrises.

Speakers: None.

0455-96-4 Continued.

Action: Postpone to the meeting of November 17, 1997 at the request of Mr. Vorrises. The Commission stipulated that this is the last continuance.

0204-97-4 Appeal by Clarence Block of background rejection for Class 8302 Deputy Sheriff I, Sheriff Department. (Item No. 10)

Speakers:
Pro: Sgt. Richard Ridgeway, Sheriff's Department.
Sgt. Lydia Taylor, Sheriff's Department.
Con: Clarence Block.

Action: Postpone to the meeting of November 3, 1997 by Commission action. The Sheriff's Department to provide additional information requested by the Commission.

0250-97-6 Appeal by Jennifer Wise of the denial of request to identify as Asian, San Francisco Fire Department. (Item No. 9)

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Ms. Wise.

Speakers:
Pro: Diana Garcia, Department of Human Resources.
Con: Jennifer Wise.

Action: Adopt report. Deny the appeal of Jennifer Wise. Sustain the decision of the Department of Human Resources.

0332-97-4 Appeal by Roderick Skinner of background rejection for Class Q-2 Police Officer, San Francisco Police Department. (Item No. 11)

Speakers: None.

Action: Postpone to the meeting of November 17, 1997 at the request of Mr. Skinner.

0354-97-7 **Determination of future employability: entrance probationary termination of Julie Robinson, Supervising Clinical Psychologist (Class 2576), Department of Public Health. (Item No. 12)**

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Ms. Robinson.

Speakers: None.

Action: No restrictions on future employment as recommended by the Department of Public Health. (Ms. Robinson failed to appear).

0402-97-2 **Request for permanent appointment of Robert Michael Fowler, Charles Rozeville, Stanley Watkins, Teresa Garcia, Patricia McMillon, and Dorothy Smith in Class 2312 Licensed Vocational Nurse under Civil Service Commission Rule 21.14.3. (Item No. 7)**

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of the Department of Public Health.

Speakers: None.

Action: Postpone pending notification to proceed from the Employee Relations Division or the Department of Public Health.

0422-97-8 **Review of request for approval of proposed personal services contracts. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4057-97/98	Public Works	$6,000,000	Provide as-needed labor, materials, and equipment required to perform asbestos, lead, and other hazardous materials abatement services.	Regular	06/30/99
4058-97/98	Recreation & Parks Commission	$400,000	To inventory and evaluate approximately 30 park sites, develop recommendations for preservation and restoration of each site, and develop recommendations for implementing a Significant Natural Resources Areas Management Plan.	Regular	01/01/03

File No. 0422-97-8 (continued)					
4059-97/98	Public Works	$1,420,000	Provide and coordinate a volunteer neighborhood tree planting organization including locating and preparing tree basins, purchasing trees and planting materials, providing the Department of Public Works with completed tree permit applications, and monthly reports of trees planted by address.	Regular	06/30/00
4154-96-97	Public Health	Increase Amount $70,000 New Amount $150,000	Provide planning and project management on Labor, Delivery, Recovery, and Postpartum Suite Close-Out; remodeling of Radiology, Cardiac Catheterization Lab, Anesthesia, and Administration Suite offices.	Regular	06/30/98

Speakers: PSC #4058-97/98:
Pro: Joann Wilson, Recreation and Parks Department.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0423-97-1 Draft response by the Civil Service Commission to the 1996-97 Civil Grand Jury Reports on "The Hiring Process" and "Workers' Compensation." (Item No. 5)

Speakers: None.

Action: Adopt; transmit to the Grand Jury, Superior Court, and the Board of Supervisors by October 29, 1997.

0424-97-1 Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 6)

Speakers: None.

Action:: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104 -1 through 10.104-12.

HUMAN RESOURCES DIRECTOR'S REPORT

0425-97-1 **Status report of exempt appointments under Charter Section 10.104-16 through 10.104-18. (Item No. 17)**

Action: Report received, file.

0426-97-1 **Progress report on class consolidation project. (Item No. 18)**

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 19)

None.

ADJOURNMENT (Item No. 20)

3:30 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
11/3/97

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
VICE PRESIDENT

KAREN CLOPTON
COMMISSIONER

ORGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

ERT C. WALKER
CUTIVE OFFICER

AGENDA

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

Regular Meeting
of
November 3, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

DOCUMENTS DEPT.
OCT 29 1997
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

- If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda*.

- If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

- For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

- For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

  1. Opening summary of case (brief overview);
  2. Discussion of evidence;
  3. Corroborating witnesses, if necessary; and
  4. Closing remarks.

  The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 3, 1997
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson

(2) MINUTES

Special Meeting of October 20, 1997.

Regular Meeting of October 20, 1997.

(3) ANNOUNCEMENTS

Announcement of changes to agenda.

Other announcements.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of request for approval of proposed personal services contracts. (File No. 0436-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-97/98	Port of San Francisco	$100,000	The consultant will assist the Port with resolving outstanding funding issues related to the 1989 Loma Prieta Earthquake repair projects.	Regular	12/31/98
4061-97/98	Police Commission	$129,530	To provide security service at the front entry gate at Treasure Island.	Regular	09/30/98
4062-97/98	Public Health	$380,000	Provide fiscal intermediary services to the City including: 1) processing and payment of claims from San Francisco hospitals and physicians to reimburse uncompensated costs, 2) provider relations, 3) report generation, and 4) program management.	Regular	03/31/00
4063-97/98	Public Works	$2,400,000	Provide all services, labor, materials, and equipment necessary to excavate, move, characterize, store, transport, transfer, and treat/recycle/dispose of City-generated hazardous, designated non-hazardous, and unrestricted waste.	Regular	06/30/99
4064-97/98	Mayor's Office of Emergency Services	$150,000	To provide emergency management software to designated City and County of San Francisco departments and other agencies whose mission includes support of those departments, and the City and County of San Francisco in general, during periods of major emergency.	Regular	10/30/98
256-92/93	Public Works	Increase Amount $200,000 New Amount $1,400,000	Provide professional architectural services on an as-needed basis to augment City staffs' work during peaks in demand due to vacations, absences, or when staff are working on other projects.	Regular	12/29/98

File No. 0436-97-8, continued.					
339-90/91	Public Transportation	Increase Amount $799,000 New Amount $2,899,000	To complete the final design for the new Islais Creek Bus Maintenance Facility. This will also involve the construction of the Kirkland-in-kind facility and the move from the existing Kirkland Diesel Bus Facility to this new facility by September, 1999.	Regular	10/31/00
4106-95/96	Public Transportation	Increase Amount $825,268 New Amount $2,925,268	Provide review of signal system contractor's moving block sign system design and system safety program; and provide implementation, testing, and commissioning assistance for the Advanced Train Control System (ATCS) Project for the MUNI Metro Subway System.	Regular	12/31/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(5) Request to recommend that the uniformed rank of Director of Police Psychology (Class Q-90) be exempt from civil service provisions under Section 2A.76 of the San Francisco Administrative Code. (File No. 0437-97-1)

Recommendation: Adopt report; recommend that the uniformed rank of Director of Police Psychology (Class Q-90) be exempt from civil service provisions under Section 2A.76 of the San Francisco Administrative Code.

(6) Actuarial study related to the Transit Operators Trust Fund established by Charter Section A8.404 and Civil Service Rule 6 for Fiscal Year 1996-97. (File No. 0330-97-3)

September 15, 1997: Postpone to the meeting of November 3, 1997 at the request of the Transport Workers' Union.

Recommendation: Transmit actuarial study to the Board of Supervisors; Director, Public Transportation Department; Controller's Office; and the Transport Workers' Union.

(7) Proposed amendments to the Civil Service Commission Rules to implement the employment provisions of the Americans with Disabilities Act. (File No. 0439-97-5)

Recommendation:	Post for adoption following meet and confer.

REGULAR AGENDA

(8) Appeal by Clarence Block of background rejection for Deputy Sheriff I (Class 8302), Sheriff Department. (File No. 0204-97-4)

October 20, 1997:	Postpone to the meeting of November 3, 1997 by Commission action. The Sheriff's Department to provide additional information requested by the Commission.
Recommendation:	Adopt report. Deny the appeal of Clarence Block. Sustain the decision of the Sheriff.

(9) Appeal by John Chapman of Human Resources Director's decision to administratively close discrimination complaint. (File No. 0357-97-6)

Recommendation:	Adopt report. Deny the appeal of John Chapman. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

(10) Determination of future employability: dismissal of E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department. (File No. 0887-94-7)

November 21, 1994:	Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.
December 5, 1994:	Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney.
January 9, 1995:	Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.
February 6, 1995:	Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.
May 1, 1995:	Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.

(10) Continued. (File No. 0887-94-7)

August 7, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.

September 18, 1995: Over to the Special Meeting of January 8, 1996 at the request of Mr. Normandy's representative.

January 8, 1996: Off calendar at the request of Mr. Normandy's representative pending resolution of discrimination complaint.

October 20, 1997: Postpone to the meeting of November 3, 1997 at the request of Mr. Normandy's representative.

Recommendation of the San Francisco Police Department:

Dismiss from the City and County service. No future employment with the San Francisco Police Department.

(11) Determination of future employability: entrance probationary termination of Richard Schneider, Parts Storekeeper (Class 1929), Public Transportation Department. (File No. 0280-97-7)

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

July 15, 1996: Over to the meeting of August 5, 1996 at the request of the Public Transportation Department.

August 5, 1996: Postpone pending resolution of Equal Employment Opportunity Commission complaint.

October 20, 1997: Postpone to the meeting of November 3, 1997 at the request of the Public Transportation Department.

Recommendation of the Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County service. No future employment with the Public Transportation Department.

(12) Determination of future employability: provisional appointment termination of Deedra Lee, Collections Officer (Class 4306), Treasurer/Tax Collector. (File No. 0386-97-7)

Recommendation of the Treasurer/Tax Collector:

No future employment with the Treasurer/Tax Collector.

(13) REQUESTS TO SPEAK

(14) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

ADRIENNE PON
PRESIDENT

LEE MUNSON
ICE PRESIDENT

97

AREN CLOPTON
COMMISSIONER

RGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

RT C. WALKER
UTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
November 3, 1997

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

DOCUMENTS DEPT.
NOV 06 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:06 p.m.

ROLL CALL

Commissioner Karen Clopton	Excused
Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present

Commissioner Pon presided.

MINUTES

Special Meeting of October 20, 1997.

Action: Approve.

Regular Meeting of October 20, 1997.

Action: Approve.

ANNOUNCEMENTS

Due to the various Winter holidays in December, the Civil Service Commission meeting of December 15, 1997 is canceled. The Commission will meet once in December, on Monday, December 1, 1997 at 2:00 p.m. in Room 428, Veterans Building, 401 Van Ness Avenue, San Francisco.

0887-94-7 **Determination of future employability: dismissal of E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department. (Item No. 10)**

November 21, 1994:	Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.
December 5, 1994:	Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney.
January 9, 1995:	Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.
February 6, 1995:	Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.
May 1, 1995:	Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.
August 7, 1995:	Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.
September 18, 1995:	Over to the Special Meeting of January 8, 1996 at the request of Mr. Normandy's representative.
January 8, 1996:	Off calendar at the request of Mr. Normandy's representative pending resolution of discrimination complaint.
October 20, 1997:	Postpone to the meeting of November 3, 1997 at the request of Mr. Normandy's representative.

0887-94-7 Continued. (Item No. 10)

Speakers: Pro: Lt. Alan Mould, Police Department
Con: Barbara Thomson, Representative
E. Brian Normandy

Action: Postpone to the meeting of November 17, 1997. Ms. Thomson to provide additional documents requested by the Commission.

0204-97-4 Appeal by Clarence Block of background rejection for Deputy Sheriff I (Class 8302), Sheriff Department. (Item No. 8)

October 20, 1997: Postpone to the meeting of November 3, 1997 by Commission action. The Sheriff's Department to provide additional information requested by the Commission.

Speakers: None.

Action: Postpone to the meeting of November 17, 1997 at the request of the Sheriff's Department.

0280-97-7 Determination of future employability: entrance probationary termination of Richard Schneider, Parts Storekeeper (Class 1929), Public Transportation Department. (Item No. 11)

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

July 15, 1996: Over to the meeting of August 5, 1996 at the request of the Public Transportation Department.

August 5, 1996: Postpone pending resolution of Equal Employment Opportunity Commission complaint.

October 20, 1997: Postpone to the meeting of November 3, 1997 at the request of the Public Transportation Department.

0280-97-7 Continued. (Item No. 11)

Speakers:	None.
Action:	Postpone to the meeting of December 1, 1997 at the request of Mr. Schneider.

0330-97-3 Actuarial study related to the Transit Operators Trust Fund established by Charter Section A8.404 and Civil Service Rule 6 for Fiscal Year 1996-97. (Item No. 6)

September 15, 1997:	Postpone to the meeting of November 3, 1997 at the request of the Transport Workers' Union.
Speakers:	None.
Action:	Postpone to the meeting of January 5, 1998 at the request of the Transport Workers' Union.

0357-97-6 Appeal by John Chapman of Human Resources Director's decision to administratively close discrimination complaint. (Item No. 9)

Speakers:	None.
Action:	Postpone to the meeting of November 17, 1997 at the request of the Department of Human Resources, Employee Relations Division.

0386-97-7 Determination of future employability: provisional appointment termination of Deedra Lee, Collections Officer (Class 4306), Treasurer/Tax Collector. (Item No. 12)

Speakers:	None.
Action:	Postpone to the meeting of November 17, 1997 at the request of Local 790.

0436-97-8 Review of request for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4060-97/98	Port of San Francisco	$100,000	The consultant will assist the Port with resolving outstanding funding issues related to the 1989 Loma Prieta Earthquake repair projects.	Regular	12/31/98
4061-97/98 **Postpone to 11/17/97**	Police Commission	$129,530	To provide security service at the front entry gate at Treasure Island.	Regular	09/30/98
4062-97/98	Public Health	$380,000	Provide fiscal intermediary services to the City including: 1) processing and payment of claims from San Francisco hospitals and physicians to reimburse uncompensated costs, 2) provider relations, 3) report generation, and 4) program management.	Regular	03/31/00
4063-97/98	Public Works	$2,400,000	Provide all services, labor, materials, and equipment necessary to excavate, move, characterize, store, transport, transfer, and treat/recycle/dispose of City-generated hazardous, designated non-hazardous, and unrestricted waste.	Regular	06/30/99
4064-97/98	Mayor's Office of Emergency Services	$150,000	To provide emergency management software to designated City and County of San Francisco departments and other agencies whose mission includes support of those departments, and the City and County of San Francisco in general, during periods of major emergency.	Regular	10/30/98
256-92/93	Public Works	Increase Amount $200,000 New Amount $1,400,000	Provide professional architectural services on an as-needed basis to augment City staffs' work during peaks in demand due to vacations, absences, or when staff are working on other projects.	Regular	12/29/98

File No. 0436-97-8, continued.					
339-90/91	Public Transportation	Increase Amount $799,000 New Amount $2,899,000	To complete the final design for the new Islais Creek Bus Maintenance Facility. This will also involve the construction of the Kirkland-in-kind facility and the move from the existing Kirkland Diesel Bus Facility to this new facility by September, 1999.	Regular	10/31/00
4106-95/96	Public Transportation	Increase Amount $825,268 New Amount $2,925,268	Provide review of signal system contractor's moving block sign system design and system safety program; and provide implementation, testing, and commissioning assistance for the Advanced Train Control System (ATCS) Project for the MUNI Metro Subway System.	Regular	12/31/98

Speakers: PSC#4061-97/98:
Pro: Sgt. Con Johnson, Police Department.

Action: (1) Postpone PSC #4061-97/98 to the meeting of November 17, 1997 for the Police Department to respond to questions raised by the Commission.

(2) Adopt Human Resources Director's report on remaining contracts. Notify the offices of the Controller and the Purchaser.

0437-97-1 Request to recommend that the uniformed rank of Director of Police Psychology (Class Q-90) be exempt from civil service provisions under Section 2A.76 of the San Francisco Administrative Code. (Item No. 5)

Speaker: Jose Lebron, Department of Human Resources.

Action: Adopt report; recommend that the uniformed rank of Director of Police Psychology (Class Q-90) be exempt from civil service provisions under Section 2A.76 of the San Francisco Administrative Code.

0439-97-5 Proposed amendments to the Civil Service Commission Rules to implement the employment provisions of the Americans with Disabilities Act. (Item No. 7)

Speakers: None.

Action: Post for adoption following meet and confer.

REQUESTS TO SPEAK (Item No. 13)

None.

ADJOURNMENT (Item No. 14)

3:00 p.m.

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#4
11/17/97

ADRIENNE PON
PRESIDENT

. LEE MUNSON
ICE PRESIDENT

AREN CLOPTON
COMMISSIONER

RGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

RT C. WALKER
UTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

AGENDA

**Regular Meeting
of
November 17, 1997**

**Room 428
Veterans Building, 401 Van Ness Avenue**

Order of Business

DOCUMENTS DEPT.
NOV 13 1997
SAN FRANCISCO
PUBLIC LIBRARY

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

CONSENT AGENDA

REGULAR AGENDA

3:00 p.m.

EMPLOYEE SEPARATIONS AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda.*
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

> The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.
>
> Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.
>
> The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.
>
> Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
November 17, 1997
2:00 p.m.

ITEM NO.

(1) **CALL TO ORDER AND ROLL CALL**

Commissioner Karen Clopton
Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson

(2) **MINUTES**

Regular Meeting of November 3, 1997

(3) **ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(4) Review of request for approval of proposed personal services contracts. (File No. 0450-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2021-97/98	Human Services	$165,600	To provide respite services for foster parents of medically fragile infants. This will include coordination of respite between providers and foster parents, on-going training of providers, and processing invoices.	Continuing	10/31/99
2022-97/98	Human Services	$300,000	To develop community based family resource centers including information and referral, case management, and on-site services.	Continuing	08/31/99
4065-97/98	Human Resources	$105,000	To provide third-party administration of the city's Dept of Transportation Federal Highway Administration drug and alcohol employee testing program.	Regular	12/31/00
4066-97/98	Human Rights Commission	$75,000	To provide technical and special services to upgrade computer hardware and software in the Human Rights Commission to increase data accuracy and to carry out its mandates under Chapter 12 B and D.	Regular	08/31/98
4067-97/98	City Administrator's Office	$150,000	Will administer a Used Oil Recycling Block Grant Agreement between the City and County of San Francisco and the California Integrated Waste Management Board.	Regular	12/01/00
4069-97/98	Mayor's Criminal Justice Council	$696,000	To evaluate various components of the Comprehensive Juvenile Justice Project as mandated by the funding agency. This project will attempt to reform the current juvenile justice system and institutionalize the successful aspects of the reform.	Regular	06/30/00
4070-97/98	Mayor's Criminal Justice Council	$5,000,000	To implement a comprehensive Juvenile Justice Project which involves the collaboration with various agencies to provide new services and enhance existing services in a coordinated fashion.	Regular	06/30/00
4071-97/98	Public Transportation	$6,000,000	To provide a broad range of engineering and professional services which may be required to perform Conceptual Engineering, Detailed Design, and Construction Support for the Metro East Maintenance and Operations Facility.	Regular	12/31/03

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4068-97/98	Public Works	Increase Amount $50,000 New Amount $124,400	To provide facilitation services to improve service delivery in a customer-oriented environment, implement customer service concepts with the Bureau of Engineering and teach DPW's training managers quality improvement concepts.	Regular	06/30/98

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters listed on the Consent Agenda are considered to be routine by the Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item.

(5) Proposed Civil Service Commission Meeting Schedule for Calendar Year 1998. (File No. 0452-97-1)

Recommendation: Adopt. Notify all departments and employee organizations.

(6) Determination of future employability for Rita Louise Koester, Pharmacy Technician (Class 2409), Department of Public Health. (File No. 0451-97-7)

Recommendation: No future employment in any position covered by the City and County of San Francisco civil service system. (Resignation certified with services satisfactory).

(7) Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (File No. 0453-97-1)

Recommendation: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104 -1 through 10.104-12.

REGULAR AGENDA

(8) **Appeal by Clarence Block of background rejection for Deputy Sheriff I (Class 8302), Sheriff's Department. (File No. 0204-97-4)**

October 20, 1997: Postpone to the meeting of November 3, 1997 by Commission action. The Sheriff's Department to provide additional information requested by the Commission.

November 3, 1997: Postpone to the meeting of November 17, 1997 at the request of the Sheriff's Department.

Recommendation: Adopt report. Deny the appeal of Clarence Block. Sustain the decision of the Sheriff.

(9) **Appeal by Karen Moy of background rejection for Deputy Sheriff I (Class 8302), Sheriff's Department. (File No. 0194-97-4)**

August 18, 1997: Postpone to the meeting of September 15, 1997 at the request of Ms. Moy.

September 15, 1997: Postpone to the meeting of November 17, 1997 at the request of Ms. Moy.

Recommendation: Adopt report. Deny the appeal of Karen Moy. Sustain the decision of the Sheriff.

(10) **Review of request for approval of proposed personal services contracts. (File No. 0436-97-8)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4061-97/98	Police Commission	$129,530	To provide security service at the front entry gate at Treasure Island.	Regular	09/30/98

November 3, 1997: Postpone to the meeting of November 17, 1997 for the Police Department to respond to questions raised by the Commission.

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

(11) Appeal by Rodrick Skinner of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (File No. 0332-97-4)

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Skinner.

Recommendation: Adopt report. Deny the appeal of Roderick Skinner. Sustain the decision of the Chief of Police.

(12) Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (File No. 0455-96-4)

September 15, 1997: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Mr. Vorrises.

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Vorrises. The Commission stipulated that this is the last continuance.

Recommendation: Adopt report. Deny the appeal of James Vorrises. Sustain the decision of the Human Resources Director.

(13) Appeal by John Chapman of Human Resources Director's decision to administratively close discrimination complaint. (File No. 0357-97-6)

November 3, 1997: Postpone to the meeting of November 17, 1997 at the request of the Department of Human Resources, Equal Employee Opportunity Division.

Recommendation: Adopt report. Deny the appeal of John Chapman. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

As soon after 3:00 p.m. as practical, a roll call will be held of the names of persons appearing on the Employee Separations Agenda to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the Agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call for those persons not in attendance.

(14) Determination of future employability: dismissal of E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department. (File No. 0887-94-7)

November 21, 1994: Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.

December 5, 1994: Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney.

January 9, 1995: Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.

February 6, 1995: Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.

May 1, 1995: Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.

August 7, 1995: Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.

September 18, 1995: Over to the Special Meeting of January 8, 1996 at the request of Mr. Normandy's representative.

January 8, 1996: Off calendar at the request of Mr. Normandy's representative pending resolution of discrimination complaint.

October 20, 1997: Postpone to the meeting of November 3, 1997 at the request of Mr. Normandy's representative.

November 3, 1997: Postpone to the meeting of November 17, 1997. Ms. Thomson to provide additional documents requested by the Commission.

Recommendation of the San Francisco Police Department:

Dismiss from the City and County service. No future employment with the San Francisco Police Department.

(15) Determination of future employability: provisional appointment termination of Deedra Lee, Collections Officer (Class 4306), Treasurer/Tax Collector. (File No. 0386-97-7)

November 3, 1997: Postpone to the meeting of November 17, 1997 at the request of Local 790.

Recommendation of the Treasurer/Tax Collector:

No future employment with the Treasurer/Tax Collector.

HUMAN RESOURCES DIRECTOR'S REPORT

(16) Progress Report on class consolidation project. (File No. 0454-97-1)

(17) Status Report of exempt positions under Charter Section 10.104-16 through 10.104-18. (File No. 0455-97-1)

(18) REQUESTS TO SPEAK

(19) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

17/97

ADRIENNE PON
PRESIDENT

. LEE MUNSON
ICE PRESIDENT

AREN CLOPTON
COMMISSIONER

RGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

ERT C. WALKER
UTIVE OFFICER

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

MINUTES

Regular Meeting
November 17, 1997

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

DOCUMENTS DEPT.
NOV 20 1997
SAN FRANCISCO
PUBLIC LIBRARY

CALL TO ORDER

2:23 p.m.

ROLL CALL

Commissioner Karen Clopton	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Adrienne Pon	Present

Commissioner Pon presided.

MINUTES

Regular Meeting of November 3, 1997

Action: Approve.

ANNOUNCEMENTS

Due to the various Winter holidays in December, the Civil Service Commission meeting of December 15, 1997 is canceled. The Commission will meet once in December, on Monday, December 1, 1997 at 2:00 p.m. in Room 428, Veterans Building, 401 Van Ness Avenue, San Francisco.

0887-94-7 Determination of future employability: dismissal of E. Brian Normandy, Police Officer (Class Q-2), San Francisco Police Department. (Item No. 14)

November 21, 1994:	Over to the meeting of December 5, 1994 at the request of Mr. Normandy's attorney.
December 5, 1994:	Over to the meeting of January 9, 1995 at the request of Mr. Normandy's attorney.
January 9, 1995:	Over to the meeting of February 6, 1995 at the request of Mr. Normandy's attorney.
February 6, 1995:	Over to the meeting of May 1, 1995 at the request of Mr. Normandy's attorney.
May 1, 1995:	Over to the meeting of August 7, 1995 at the request of Mr. Normandy's representative.
August 7, 1995:	Over to the meeting of September 18, 1995 at the request of Mr. Normandy's representative.
September 18, 1995:	Over to the Special Meeting of January 8, 1996 at the request of Mr. Normandy's representative.
January 8, 1996:	Off calendar at the request of Mr. Normandy's representative pending resolution of discrimination complaint.
October 20, 1997:	Postpone to the meeting of November 3, 1997 at the request of Mr. Normandy's representative.
November 3, 1997:	Postpone to the meeting of November 17, 1997. Ms. Thomson to provide additional documents requested by the Commission.
Speakers:	Pro: Lt. Alan Mould, San Francisco Police Department Con: Barbara Thomson, Representative E. Brian Normandy
Action:	Dismiss from the City and County Service. No restrictions on future employment.

0455-96-4 Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (Item No. 12)

September 15, 1997:	Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.
October 6, 1997:	Postpone to the meeting of October 20, 1997 at the request of Mr. Vorrises.
October 20, 1997:	Postpone to the meeting of November 17, 1997 at the request of Mr. Vorrises. The Commission stipulated that this is the last continuance.
Speakers:	None.
Action:	Off calendar.

0194-97-4 Appeal by Karen Moy of background rejection for Deputy Sheriff I (Class 8302), Sheriff's Department. (Item No. 9)

August 18, 1997:	Postpone to the meeting of September 15, 1997 at the request of Ms. Moy.
September 15, 1997:	Postpone to the meeting of November 17, 1997 at the request of Ms. Moy.
Speakers:	Pro: Sgt. Richard Ridgeway, Sheriff's Department Con: William Cohn, Attorney Karen Moy
Action:	Adopt report. Deny the appeal of Karen Moy. Sustain the decision of the Sheriff based on background factors delineated in the report.

0204-97-4 Appeal by Clarence Block of background rejection for Deputy Sheriff I (Class 8302), Sheriff's Department. (Item No. 8)

October 20, 1997: Postpone to the meeting of November 3, 1997 by Commission action. The Sheriff's Department to provide additional information requested by the Commission.

November 3, 1997: Postpone to the meeting of November 17, 1997 at the request of the Sheriff's Department.

Speakers:
Pro: Sgt. Richard Ridgeway, Sheriff's Department
Con: Clarence Block

Action: Adopt report. Deny the appeal of Clarence Block. Sustain the decision of the Sheriff based on background factors delineated in the report. (Vote of 3 to 1: Commissioner Kosturos dissents).

0332-97-4 Appeal by Roderick Skinner of background rejection for Police Officer (Class Q-2), San Francisco Police Department. (Item No. 11)

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Skinner.

Speakers: None.

Action: Postponed to the meeting of January 5, 1998 at the request of Mr. Skinner. The Commission stipulated that this will be the last continuance granted.

0357-97-6 Appeal by John Chapman of Human Resources Director's decision to administratively close discrimination complaint. (Item No. 13)

November 3, 1997: Postpone to the meeting of November 17, 1997 at the request of the Department of Human Resources, Equal Employee Opportunity Division.

Speakers:
Pro: Dorothy Yee, Department of Human Resources
Chief Richard Condon, Fire Department
Chief Ray Balzarini, Fire Department
Con: John Darman, Representative
John Chapman

Action: Adopt report. Deny the appeal of John Chapman. Sustain the decision of the Human Resources Director. (Vote of 3 to 1: Commissioner Kosturos dissents).

0386-97-7 Determination of future employability: provisional appointment termination of Deedra Lee, Collections Officer (Class 4306), Treasurer/Tax Collector. (Item No. 15)

November 3, 1997: Postpone to the meeting of November 17, 1997 at the request of Local 790.

Speakers: None.

Action: Postpone to the meeting of January 5, 1998 at the request of Local 790.

0436-97-8 Review of request for approval of proposed personal services contracts. (Item No. 10)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4061-97/98	Police Commission	$129,530	To provide security service at the front entry gate at Treasure Island.	Regular	09/30/98

November 3, 1997: Postpone to the meeting of November 17, 1997 for the Police Department to respond to questions raised by the Commission.

Speakers: Pro: Sgt. Con Johnson, San Francisco Police Department
Captain Richard Cairns, San Francisco Police Department

Action: Adopt Human Resources Director's report as modified. Notify the offices of the Controller and the Purchaser.

0450-97-8 Review of request for approval of proposed personal services contracts. (Item No. 4)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2021-97/98	Human Services	$165,600	To provide respite services for foster parents of medically fragile infants. This will include coordination of respite between providers and foster parents, on-going training of providers, and processing invoices.	Continuing	10/31/99
2022-97/98	Human Services	$300,000	To develop community based family resource centers including information and referral, case management, and on-site services.	Continuing	08/31/99

File No. 0450-97-8 (cont.)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4065-97/98	Human Resources	$105,000	To provide third-party administration of the city's Dept of Transportation Federal Highway Administration drug and alcohol employee testing program.	Regular	12/31/00
4066-97/98	Human Rights Commission	$75,000	To provide technical and special services to upgrade computer hardware and software in the Human Rights Commission to increase data accuracy and to carry out its mandates under Chapter 12 B and D.	Regular	08/31/98
4067-97/98	City Administrator's Office	$150,000	Will administer a Used Oil Recycling Block Grant Agreement between the City and County of San Francisco and the California Integrated Waste Management Board.	Regular	12/01/00
4069-97/98	Mayor's Criminal Justice Council	$696,000	To evaluate various components of the Comprehensive Juvenile Justice Project as mandated by the funding agency. This project will attempt to reform the current juvenile justice system and institutionalize the successful aspects of the reform.	Regular	06/30/00
4070-97/98	Mayor's Criminal Justice Council	$5,000,000	To implement a comprehensive Juvenile Justice Project which involves the collaboration with various agencies to provide new services and enhance existing services in a coordinated fashion.	Regular	06/30/00
4071-97/98	Public Transportation	$6,000,000	To provide a broad range of engineering and professional services which may be required to perform Conceptual Engineering, Detailed Design, and Construction Support for the Metro East Maintenance and Operations Facility.	Regular	12/31/03
4068-97/98	Public Works	Increase Amount $50,000 New Amount $124,400	To provide facilitation services to improve service delivery in a customer-oriented environment, implement customer service concepts with the Bureau of Engineering and teach DPW's training managers quality improvement concepts.	Regular	06/30/98

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

0451-97-7 Determination of future employability for Rita Louise Koester, Pharmacy Technician (Class 2409), Department of Public Health. (Item No. 6)

Speakers: None.

Action: No future employment in any position covered by the City and County of San Francisco civil service system. (Resignation certified with services satisfactory).

0452-97-1 Proposed Civil Service Commission Meeting Schedule for Calendar Year 1998. (Item No. 5)

Speakers: None.

Action: Adopt. Notify all departments and employee organizations.

0453-97-1 Exemption from civil service of certain positions which exceed the "cap" imposed by Charter Sections 10.104-1 through 10.104-12. (Item No. 7)

Speakers: None.

Action: Adopt the Human Resources Director's report. Approve the exemption from civil service of those positions identified in the report as authorized by Charter Sections 10.104 -1 through 10.104-12.

HUMAN RESOURCES DIRECTOR'S REPORT

0454-97-1 Progress Report on class consolidation project. (Item No. 16)

Action: Report received; file.

0455-97-1 Status Report of exempt positions under Charter Section 10.104-16 through 10.104-18. (Item No. 17)

Action: Report received; file.

REQUESTS TO SPEAK (Item No. 18)

Barbara Thomson expressed her concerns about the absence and lack of monitoring from the Department of Human Resources of the San Francisco Fire Department.

ADJOURNMENT (Item No. 19)

4:02 p.m.

SF
C65
#4
12/1/97

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (AG)

ADRIENNE PON
PRESIDENT

. LEE MUNSON
ICE PRESIDENT

AREN CLOPTON
COMMISSIONER

RGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

RT C. WALKER
UTIVE OFFICER

AGENDA

Regular Meeting
of
December 1, 1997

Room 428
Veterans Building, 401 Van Ness Avenue

DOCUMENTS DEPT.
NOV 25 1997
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

2:00 p.m.

CALL TO ORDER & ROLL CALL

MINUTES

ANNOUNCEMENTS

COMMENDATION

RATIFICATION AGENDA

PUBLIC COMMENT

REGULAR AGENDA

EMPLOYEE SEPARATIONS AGENDA

REQUESTS TO SPEAK

ADJOURNMENT

Notice of Commission Hearing Policies and Procedures

A. Commission Office

The Civil Service Commission office is located in Suite 720, 25 Van Ness Avenue, San Francisco, CA 94102. The telephone number is (415) 252-3247 and the fax number is (415) 252-3260. Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

B. Policy requiring written reports

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by Commission or departmental staff. These reports are available for inspection in the Commission office, approximately five (5) business days prior to the meeting date (ordinarily, the Monday a week before the Commission meeting). Call the Commission office to determine the availability of reports. If practicable, copies of reports will be provided to authorized departmental and employee organization representatives upon request. All other parties will be required to pay a ten cents (10c) per page reproduction fee. Reports from City and County personnel supporting agenda items must be submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

C. Policy on written submissions by appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4th) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 81/2 inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. All written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

D. Policy and procedure for postponement

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. The Commission will consider a request for a postponement that has been administratively denied immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting.

E. Policy and procedure on hearing items out of order and on private hearings

Requests to hear items out of order and for private hearings (closed sessions) are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the agenda. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

F. Procedure for Commission hearings

All Commission hearings in disputed matters shall conform to the following procedures. The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

> If a proposed personal services contract is severed from the *Ratification Agenda*, presentation by the requestor will be for a maximum time limit of five (5) minutes for all personal services contracts severed by the requestor from the *Ratification Agenda.*
>
> If a matter is severed from the *Consent Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.
>
> For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

G. Policy on tape recording of Commission meetings

As provided in the San Francisco Sunshine Ordinance, Commission meetings are tape-recorded. These tape recordings will be retained for a minimum of ten (10) business days and are available for public review starting on the day after the Commission meeting in the Commission office.

H. Speaking before the Civil Service Commission

Speaker cards are not required. The Commission will hear testimony on matters on the agenda at the time the item is heard. For matters not on the agenda, but within the jurisdiction of the Commission, a person may appear at the Civil Service Commission meeting when the "Requests to Speak" item is called and may address the Commission. Speakers are not required to identify themselves or provide identifying information. Maximum time allowed each speaker during the "Requests to Speak" section is three (3) minutes; total time allowed for individuals' requests to speak shall not exceed thirty (30) minutes unless the Commission extends such time by majority vote.

Information on Disability Access

The Civil Service Commission normally meets in Room 428 (Fourth Floor) Veterans Building, 401 Van Ness Avenue. However, meetings not held in this room are conducted in the Civic Center area.

The Veterans Building is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving the Veterans Building are 42 Downtown Loop, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

Accessible curb side parking has been designated at points in the vicinity of the Veterans Building adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Know your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public.

Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are one to the people's review.

For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 401 Van Ness Avenue, Room 402, (415) 554-4851.

City and County of San Francisco
Civil Service Commission

Agenda for Regular Meeting
December 1, 1997
2:00 p.m.

ITEM NO.

(1) CALL TO ORDER AND ROLL CALL

Commissioner Adrienne Pon
Commissioner George Kosturos
Commissioner A. Lee Munson
Commissioner Karen Clopton

(2) MINUTES

Regular Meeting of November 17, 1997

(3) ANNOUNCEMENTS

Announcement of changes to agenda

Other announcements

(4) COMMENDATION

Commendation for Albert C. Walker, Executive Officer, Civil Service Commission, upon his retirement after 26 years of service to the City and County of San Francisco. (File No. 0476-97-1)

Recommendation: Approve.

RATIFICATION AGENDA

The following proposed personal services contracts have been posted by the Department of Human Resources for seven calendar days. No appeals were received by the Department of Human Resources during the posting period. In the absence of an appeal, the proposed personal services contracts are placed on the Ratification Agenda for Civil Service Commission review. No departmental representatives will be present.

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

(5) Review of request for approval of proposed personal services contracts. (File No. 0468-97-8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2023-97/98	Public Health	$793,541	To provide a statewide training project that provides tuberculosis-related technical support, training and program consultation to local jurisdictions based on local need.	Continuing	12/31/00
2024-97/98	Public Health	$7,585,872	To continue the operation of the Model Tuberculosis (TB) Prevention and Control Center. The operation of this center provides comprehensive and coordinated state-of-the-art diagnostic treatment, prevention and patient education services.	Continuing	01/31/02
4072-97/98	Airport Commission	$150,000	To prepare various sets of computer-generated noise impact contours outlining the Airport area and surrounding communities where the noise levels from aircraft operations are at a Community Noise Equivalent Level (CNEL) of 65 dB and above.	Regular	08/31/02
4073-97/98	Airport Commission	$408,000	Will customize the Aviation Data Systems collection and analysis of terminal records to record and verify all air carriers, scheduled commuter, and general aviation operations at SFIA.	Regular	06/30/02
4074-97/98	Public Utilities Commission	$120,000	To provide geotechnical and other specialized engineering services in the investigation, data collection, and analysis of data in relation to the different design alternatives to seismically upgrade the pipelines at the Hayward fault crossing.	Regular	05/31/99
4075-97/98	Public Health	$184,000	To provide specialized hazardous materials emergency response training to members of the City's Hazardous Materials Team.	Regular	11/30/99

File No. 0468-97-8 (cont.)					
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4068-96/97	Public Utilities Commission	Increase Amount $2,000,000 New Amount $3,200,000	Provide as-needed environmental engineering services to assure that PUC facilities and activities are in compliance with all applicable laws and regulations.	Regular	10/30/99
4193-96/97	Public Health	Increase Amount $400,000 New Amount $1,120,000	Provide physician services at the Tuberculosis (TB) Clinic at SFGH, satellite clinics, and St. Anthony's clinic; design a project to identify risk factors for drug resistant TB; and a study to determine the sensitivity and specificity of the Quanti-FERON test.	Regular	06/30/01

Recommendation: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

PUBLIC COMMENT

(6) Comments by Mr. Emilio Cruz, Director, Public Transportation Department, on civil service regulations affecting the Public Transportation Department.

REGULAR AGENDA

(7) **Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (File No. 0455-96-4)**

September 15, 1997: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Mr. Vorrises.

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Vorrises. The Commission stipulated that this is the last continuance.

November 17, 1997: Off calendar.

Recommendation: Adopt report. Deny the appeal of James Vorrises. Sustain the decision of the Human Resources Director.

(8) Appeal of the Human Resources Director's decision to reject applications for the participation in the examination of Class 5206 Associate Civil Engineer, Class 5208 Civil Engineer, Class 5210 Senior Civil Engineer, and Class 5256 Mechanical Engineer. (File No. 0475-96-4)

Recommendation: Adopt report. Deny the appeals of Mark Costanzo, Fariba Mahmoudi, Trinh Nguyen, and Ann Tobin. Sustain the decision of the Human Resources Director.

EMPLOYEE SEPARATIONS AGENDA

(9) Determination of future employability: entrance probationary termination of Richard Schneider, Parts Storekeeper (Class 1929), Public Transportation Department. (File No. 0280-96-7)

July 1, 1996: Over to the meeting of July 15, 1996 at the request of Mr. Schneider.

July 15, 1996: Over to the meeting of August 5, 1996 at the request of the Public Transportation Department.

August 5, 1996: Postpone pending resolution of Equal Employment Opportunity Commission complaint.

October 20, 1997: Postpone to the meeting of November 3, 1996 at the request of the Public Transportation Department.

November 3, 1997: Postpone to the meeting of December 1, 1996 at the request of Mr. Schneider.

Recommendation of the Public Transportation Department:

Future employment subject to the review and approval of the Human Resources Director after satisfactory completion of one year's work experience outside the City and County Service. No future employment with the Public Transportation Department.

(10) REQUESTS TO SPEAK

(11) ADJOURNMENT

CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

SF
C65
#5
12/1/97

ADRIENNE PON
PRESIDENT

A. LEE MUNSON
ICE PRESIDENT

AREN CLOPTON
COMMISSIONER

RGE KOSTUROS
COMMISSIONER

JUAN RIOS
COMMISSIONER

ERT C. WALKER
UTIVE OFFICER

MINUTES

San Francisco Public Library
Main Library, Civic Center
Attn: Documents Section
Box 41 (Min)

Regular Meeting
December 1, 1997

2:00 p.m.
401 Van Ness Avenue
Veterans Building, Room 428

CALL TO ORDER

2:20 p.m.

DOCUMENTS DEPT.
DEC 09 1997
SAN FRANCISCO
PUBLIC LIBRARY

ROLL CALL

Commissioner Adrienne Pon	Present
Commissioner George Kosturos	Present
Commissioner A. Lee Munson	Present
Commissioner Karen Clopton	Excused

Commissioner Pon presided.

MINUTES

Regular Meeting of November 17, 1997.

Action: Approve.

ANNOUNCEMENTS

Due to the Martin Luther King Jr. Day holiday, the Civil Service Commission meeting of January 19, 1998 is canceled. The Commission will meet once in January, on Monday, January 5, 1998 at 2:00 p.m. in Room 428, Veterans Building, 401 Van Ness Avenue, San Francisco.

COMMENDATION

Commendation for Albert C. Walker, Executive Officer, Civil Service Commission, upon his retirement after 26 years of service to the City and County of San Francisco. (Item No. 0476-97-1)

Action: Approve.

PUBLIC COMMENT

1) Comments by Mr. Emilio Cruz, Director, Department of Public Transportation, on civil service regulations affecting the Department of Public Transportation.

2) Ms. Linda Jofuku, Local 21, expressed her willingness to assist in efforts to improve the operations of the Department of Public Transportation.

3) Mr. James Bryant, Local 790, also expressed his willingness to work with the Department of Public Transportation.

0280-96-7 **Determination of future employability: entrance probationary termination of Richard Schneider, Parts Storekeeper (Class 1929), Department of Public Transportation. (Item No. 9)**

July 1, 1996:	Over to the meeting of July 15, 1996 at the request of Mr. Schneider.
July 15, 1996:	Over to the meeting of August 5, 1996 at the request of the Department of Public Transportation.
August 5, 1996:	Postpone pending resolution of Equal Employment Opportunity Commission complaint.
October 20, 1997:	Postpone to the meeting of November 3, 1996 at the request of the Department of Public Transportation.
November 3, 1997:	Postpone to the meeting of December 1, 1996 at the request of Mr. Schneider.

0280-96-7 **Continued. (Item No. 9)**

Speakers: Pro: Martha Johnson, Department of Public Transportation

Con: James Bryant, Local 790
Richard Schneider

Action: Future employment subject to the review and approval of the Human Resources Director. No future employment with the Department of Public Transportation.

0455-96-4 **Appeal by James Vorrises of the Human Resources Director's decision to proceed with the selection process for Class 1659 Chief Systems Accountant and for Class 1675 Supervising Fiscal Officer (Hospital Controller). (Item No. 7)**

September 15, 1997: Postpone to the meeting of October 6, 1997 at the request of Mr. Vorrises.

October 6, 1997: Postpone to the meeting of October 20, 1997 at the request of Mr. Vorrises.

October 20, 1997: Postpone to the meeting of November 17, 1997 at the request of Mr. Vorrises. The Commission stipulated that this is the last continuance.

November 17, 1997: Off calendar.

Speakers: Pro: Kate Favetti, Department of Public Health

Con: Vitus Leung, Local 21
James Vorrises

Action: Over to the meeting of January 5, 1998 due to a 2 to 1 vote. (Commissioner Kosturos dissents).

0475-96-4 **Appeal of the Human Resources Director's decision to reject applications for the participation in the examination of Class 5206 Associate Civil Engineer, Class 5208 Civil Engineer, Class 5210 Senior Civil Engineer, and Class 5256 Mechanical Engineer. (Item No. 8)**

Action: Postpone to the meeting of January 5, 1998 at the request of the Department of Human Resources.

0468-97-8 **Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
2023-97/98	Public Health	$793,541	To provide a statewide training project that provides tuberculosis-related technical support, training and program consultation to local jurisdictions based on local need.	Continuing	12/31/00
2024-97/98	Public Health	$7,585,872	To continue the operation of the Model Tuberculosis (TB) Prevention and Control Center. The operation of this center provides comprehensive and coordinated state-of-the-art diagnostic treatment, prevention and patient education services.	Continuing	01/31/02
4072-97/98	Airport Commission	$150,000	To prepare various sets of computer-generated noise impact contours outlining the Airport area and surrounding communities where the noise levels from aircraft operations are at a Community Noise Equivalent Level (CNEL) of 65 dB and above.	Regular	08/31/02
4073-97/98	Airport Commission	$408,000	Will customize the Aviation Data Systems collection and analysis of terminal records to record and verify all air carriers, scheduled commuter, and general aviation operations at SFIA.	Regular	06/30/02
4074-97/98	Public Utilities Commission	$120,000	To provide geotechnical and other specialized engineering services in the investigation, data collection, and analysis of data in relation to the different design alternatives to seismically upgrade the pipelines at the Hayward fault crossing.	Regular	05/31/99

File No. 0468-97-8 (cont.)					
PSC#	**Department**	**Amount**	**Type of Service**	**Type of Approval**	**Duration**
4075-97/98	Public Health	$184,000	To provide specialized hazardous materials emergency response training to members of the City's Hazardous Materials Team.	Regular	11/30/99
4068-96/97	Public Utilities Commission	Increase Amount $2,000,000 New Amount $3,200,000	Provide as-needed environmental engineering services to assure that PUC facilities and activities are in compliance with all applicable laws and regulations.	Regular	10/30/99
4193-96/97	Public Health	Increase Amount $400,000 New Amount $1,120,000	Provide physician services at the Tuberculosis (TB) Clinic at SFGH, satellite clinics, and St. Anthony's clinic; design a project to identify risk factors for drug resistant TB; and a study to determine the sensitivity and specificity of the Quanti-FERON test.	Regular	06/30/01

Speakers: None.

Action: Adopt Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REQUESTS TO SPEAK (Item No. 10)

None.

ADJOURNMENT (Item No. 11)

3:26 p.m.

In honor of Yori Wada who passed away on November 27, 1997. Mr. Wada, the first Asian Pacific American to serve on the Civil Service Commission, was a noble warrior and well-respected leader -- held in highest regard by not only the Japanese and Asian Pacific American communities, but by individuals from all walks of life. His life and work reflected his commitment to the highest ideals of justice and equality for all people. Mr. Wada will be greatly missed, but always remembered in our hearts and actions.

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